LeBlanc & Associates

HomeRun Lite Car Dealer Software

Version 2.5

User Manual

HomeRun Lite Car Dealer Software
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NOTE:

The HomeRun Software program uses various forms in this software.

We believe these forms meet the requirements of the Motor Vehicle Dealers Act 2002 (MVDA)

We have made every effort to ensure that these forms meet the requirements of the MVDA 2002.

However, these forms have not been vetted by our Lawyers.

It is highly recommended that you have these forms checked with your Legal Counsel to ensure that they are suitable for your Business.

LeBlanc & Associates expressly disclaim all responsibility for the validity of these forms.

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Introduction

Welcome

Welcome to HomeRun Lite Car Dealer Software. The developers of HomeRun Lite Car Dealer Software are experienced business systems professionals who know the features that heavy-duty, professional business applications must have. You'll find those features in HomeRun LITE

This *User's Guide* is the place to begin with HomeRun Lite Car Dealer Software. The *User's Guide* shows you how to install HomeRun Lite Car Dealer Software and is your main HomeRun Lite Car Dealer Software reference.

Why Use HomeRun Lite Car Dealer Software?

Here are only a few of the many reasons that you should use HomeRun - The Car Dealers Program.

- **Save Money:** HomeRun can reduce the money you are spending on pre-printed forms. All information for a Vehicle Bill of Sale is filled out on screen and printed on your laser or bubble jet printer.
- **Ensure Profitability:** Even before you print the Bill of Sale for the customer, you know exactly how much profit you will be making on the sale.
- **Track Expenses:** HomeRun allows you to track all expenses associated with each vehicle.
- **Track Vehicle Activities:** HomeRun allows you to enter and track all your activities, Wholesale and Retail Purchases and Sales..
- **Validate Serial Numbers:** HomeRun automatically checks the serial number you entered each time you save a record, and informs you if it is not a valid serial number. There is also a separate VIN Checker in the program so you can check a VIN before entering a vehicle in the program.
- **Validate Vehicle Year:** HomeRun automatically obtains the year of a vehicle from the serial number (after it ascertains the number is valid) and inserts it into the record when it is saved.
- **Reports:** Many reports are included with the program such as Vehicle Listings, Delivery Schedules, Inventory Valuation Reports, Sales Report and Purchase & Tax Reports.

Who Should Use HomeRun Lite Car Dealer Software?

HomeRun is for Used Car Dealers who want to be able to manage their business in a Professional and Profitable Manner.

Although you don't have to be a computer expert to use HomeRun, you should be familiar with the following:

- The Microsoft Windows operating environment and conventions.
- If you are going to be using HomeRun in a multi-user environment, you should understand basic networking. Especially network and printer mapping.
- The Microsoft Windows operating environment and conventions.

When You Need Help

When you need help while working with HomeRun Lite Car Dealer Software, the first place to turn is the HomeRun Lite Car Dealer Software documentation. You can also access the HomeRun Lite Car Dealer Software documentation online from the HomeRun Lite Car Dealer Software Help menu.

HomeRun Lite Car Dealer Software Technical Support

The LeBlanc & Associates is committed to providing the best possible technical support for HomeRun Lite HomeRun Lite Technical Support offers a complete portfolio of high quality, innovative technical support services to help you get the most from HomeRun Lite This section describes the technical support resources available to you for free and for purchase.

New User Support

30-Day Technical Support is provided with all new purchases of HomeRun LITE . After this period of time, technical support can be purchased either yearly or per incident support. You may pay for Support by Visa, Master Card, PayPal or by cheque. Another option is to purchase and prepay by cheque or money order for a specific number of help incidents. Please see out web site for a schedule of fees.

One of the advantages of purchasing yearly support is all the updates and program upgrades will be provided free of charge during the paid support period.

Provided the computer system is on a high speed Internet network, we can offer technical support using Netmeeting using the Internet. This program is included in all Windows XP. We will walk you through setting up when required. At present, we are unable to provide this support for users using Vista.

HomeRun Lite Car Dealer Software Web (http://www.homerunsoftware.net)

The HomeRun Lite Web is the cornerstone of HomeRun Lite Technical Support because it allows us to provide timely support information to users throughout the world. The HomeRun Lite Web's Technical Support pages are a valuable resource for:

- Frequently Asked Questions
- Descriptions of HomeRun Lite Support Plans

You will find everything you need to know about HomeRun Lite Technical Support on the HomeRun Lite Web Support pages.

HomeRun Lite Product Maintenance

Software must be maintained. As bugs are found or other minor changes become necessary, software maintenance updates must be available. All too often, software developers do not provide maintenance updates as frequently as they should. Our goal is to provide maintenance updates on a timely basis.

Maintenance updates are made available for download from the HomeRun Lite Web. If you are on the yearly support option, you can download maintenance updates from the HomeRun Lite Web for free. If you need an update shipped to you, there will be a charge for materials costs and shipping.

If you are not on yearly support, we can make updates available to you for a fee. Check our web site for information.

HomeRun Lite Product Upgrades

The HomeRun Lite staff is constantly adding new functionality to HomeRun Lite An important part of your purchase of HomeRun Lite is the assurance that the product will evolve with changes in technology. After all, you don't want to be stuck with a product that's become obsolete.

Charges for HomeRun Lite upgrades are determined and announced at the time an upgrade is released**.**

HomeRun Lite Priority Support

If you need emergency assistance or simply need to know that you can get telephone or email assistance when you need it on a priority basis, you may purchase additional technical support services through our Priority Support option. Priority Support can be purchased on a per incident basis or on an annual basis in sets of 10 or 25 Support Units. Priority Support provides the following additional support services:

- **Telephone Support** from 9:00 a.m. to 4:30 p.m. EST Monday through Friday.
- **Priority Response** provides access to senior HomeRun Lite staff.
- **Priority Email Support** lets you submit support requests via private email.

If you need priority telephone support, call (416) 663-8510. Telephone support hours are from 9:00 a.m. to 4:30 p.m. EST Monday through Friday.

You can also get HomeRun Lite Priority Technical Support via private Internet email. Send Internet email to support@homerunsoftware.net

When you purchase HomeRun Lite (not an upgrade), you receive 30 day technical support. A Support Unit is 15 minutes of HomeRun Lite staff time; any part of a Support Unit used counts as a full unit. Each telephone call and each private email uses at least one Support Unit.

HomeRun Lite Bug Reports

If you believe you have encountered a bug in HomeRun LITE , send an email to info@homerunsoftware.net with a subject line of “Bug Report”. We will evaluate your bug report on a non-priority basis. If a bug is indeed found, it will be fixed and added to our next update.

If you believe you need Priority Support to deal with what you believe is a bug, you must use the Priority Support process to request Priority Support. That means you must purchase or use pre-purchased Priority Support incident units to start the Priority Support process.

Errors

As you work with HomeRun LITE , errors may occur. Even the best computer software sometimes experiences errors..

When you run HomeRun LITE , the program will display an error message if it encounters an error. When an error occurs, the first thing to do is display the Errors

form from the Admin menu to view the error data that HomeRun Lite captures. The Errors form will normally provide all the information needed to diagnose and fix the error.

See “Errors” on page 71 for a description of the Errors form.

Tip: If you need to call LeBlanc & Associates technical support for assistance with an error, please have the error data displayed on the Errors form when you call.

Visual FoxPro and Visual ProMatrix

HomeRun Lite has been created using:

- **Microsoft Visual FoxPro version 9:** the state-of-the-art object-oriented database management and application development system.
- **Visual ProMatrix:** the premier rapid application development tool for Visual FoxPro.

The program is compiled into a Executible file. You do not require any of the above programs to run HomeRun

Where to Go from Here

Here’s the approach we recommend for using the *User’s Guide*:

- Start with the *Installation* chapter to learn how to install HomeRun Lite
- Follow the instructions in the *Setup* chapter to make sure you have HomeRun Lite set up the way you want to use it.
- Review the *Overview* chapter to experience the flavor of how HomeRun Lite works.
- Work your way sequentially through the remainder of the *User’s Guide*.

Installation

HomeRun Lite Installation

HomeRun Lite is a true multi-user program. You can install on a single computer or if you have networked computers, you can install the data on 1 computer (Server) and install the base program on the other computers on your network up to a maximum of 3 concurent users and map to the data on the server computer.

To install HomeRun LITE , you'll need either

- The HomeRun Lite CD-ROM,
- The HomeRun Lite setup.exe file downloaded from the HomeRun Lite Web site.

Installing HomeRun Lite on your computer is a two-step process:

1. First, you run the program SETUP.EXE. The Setup program creates directories on your hard disk and copies files to those directories. If installing from CD-ROM, you should run the following set up file.
2. **For the Main Server or Stand Alone computer**, you should run the file setup.exe. The set up program creates directories on your hard disk and copies files to those directories, including data files..
3. **For Workstations computer,** you should run workstationsetup.exe. This set up will create a runtime directory on the workstation computer. At the end of the set up, you will be presented with a screen which will allows the workstation program to run on that computer while using the data stored on the main server computer.
4. You must run the program on the main computer to do your individual set up for your company.

Important: You cannot simply copy files from the CD or Setup Disks to your hard disk. You must use the Setup program to decompress and install the HomeRun Lite files into the HomeRun Lite directories.

See Running Setup below for a detail description of the installation.

Before You Begin Installation

Before you install HomeRun LITE , make sure that your computer meets the minimum requirements.

Hardware and System Requirements

To run HomeRun, your computer system must meet these minimum requirements:

- Any IBM®-compatible computer with a Pentium 4 2.4 Hz processor or higher.

- A mouse.
- 512 MB RAM Minimum – 1 GB or more recommended.
- A hard disk with 107 megabytes of free space. More space will be required for your data.
- If installing from disk, a CD-ROM drive.
- VGA or higher resolution monitor set at minimum of 1024 x 768 Screen Size.
- Windows XP Professional or Vista Business. HomeRun is a business application and as such requires a Business Operating system. . Windows XP Home/Vista Home is not a business operating system and as such is not recommended. In addition, we will not offer support on system problems if you are running these home operating system.
- Installed Windows fonts: Arial, Courier New and Times New Roman

Running Setup

Begin the HomeRun Lite installation process by running SETUP.EXE from either the supplied CD or the Downloaded file.

Setup for a Single User or Main Network Computer.

➢ *To run Setup*

1. Start Microsoft Windows. Close all other Windows applications.
2. **Installation from CD-ROM:** Put the HomeRun CD-ROM in your CD-ROM drive. Run the SETUP.EXE program found on the CD-ROM.
3. **Installation from Exe File:** If you are installing HomeRun from exe file that you download from the HomeRun web site, create an empty directory and place the file(s) into that directory or save to your Desktop so it will be easier to find. Run the downloaded file from the directory that contains the EXE file.
4. Setup displays a Dialogue box telling you that it will install HomeRun in the C:\Program Files\HomeRunLITE 3.1 Ddirectory or Folder
5. Follow the instructions on the screen.
6. Setup ends. You'll see a Windows Start menu entry for HomeRun. A shortcut will also be placed on your Desktop. You can now run HomeRun from the HomeRun Start menu or Desktop options.

The next step is to run HomeRun to complete the installation. Before starting to use HomeRun for the first time, you will need to enter certain information identifying your company and certain licence numbers that are specific to your company. The "Running Home Run for the First Time" section tells you how to do that. But first, read the next section to see what Setup has installed and to check your setup.

Very Important: Read and follow the instructions in the "Creating Security Recovery Files" section below to make sure you can recover if you implement HomeRun's Security Option and accidentally lock yourself out of HomeRun after setting up HomeRun's Security tools.

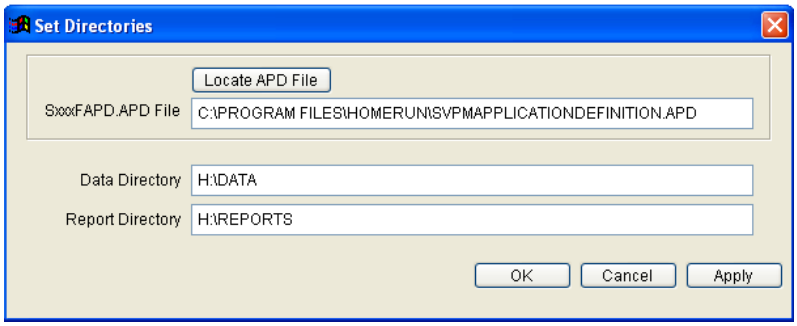
Setup for Networked Workstations

A Workstation setup installs the main HomeRun program files and the necessary support files required to run HomeRun on an individual computer. The Data is stored on the Server or Main computer and is used by all workstations.

➢ *To run Setup*

1. **Before starting the Workstation install, you must map the HomeRun data path to the Server or Main computer.** Our recommendation is that you map drive "H" to the main HomeRun folder. You may use any drive letters you wish, however, it is a good practice from an administration point of view to map each workstation with the same drive letter. If you don't know how to set up a Share on one computer and set up the mapping from other computers to this share, you may want to get a Computer Professional to do this for you.
2. Start Microsoft Windows. Close all other Windows applications
3. **Installation from CD-ROM:** Put the HomeRun CD-ROM in your CD-ROM drive. Run the WORKSTATIONSETUP.EXE program file that's on the CD-ROM
4. **Installation from downloaded file:** Run the HRSTATIONSETUP.EXE file that you downloaded from the web.

   The steps from here are the same.
5. Setup displays a Dialogue box telling you that it will install HomeRun in the C:\HomeRunLITE 3.1 Directory or Folder.
6. Follow the instructions on the screen
7. After setup is completed, the Workstation setup screen comes up. Enter the path to the Data and Report folders. Assuming that you mapped Drive H to the Homerun folder on the server, your entries should look something like this. When you are finished entering the information, Click *Apply* and then *OK*.



8. Setup ends. You'll see a Windows Start menu entry for HomeRun. A shortcut will also be placed on your Desktop. You can now run HomeRun from the HomeRun Start menu or Desktop options.

What Setup Installs

HomeRun Directories for Single User/Server

For Single User or Network Installation on the Main or Server computer, Setup creates a \HomeRunLITE directory on your hard disk with the following subdirectories and copies the HomeRun files to these directories:

Subdirectory	Contents
\DATA	Table files used by HomeRun and applications.
\REPORTS	Report files used by HomeRun and applications.

HomeRun Directories for Network Users

Network Installation Setup creates a \HomeRun directory on your hard disk with the following subdirectory. The folders containing the Data and Reports will be located on the Server or Main computer.

Subdirectory	Contents
\DOCUMENT	A copy of the manual in Adobe PDF Format.

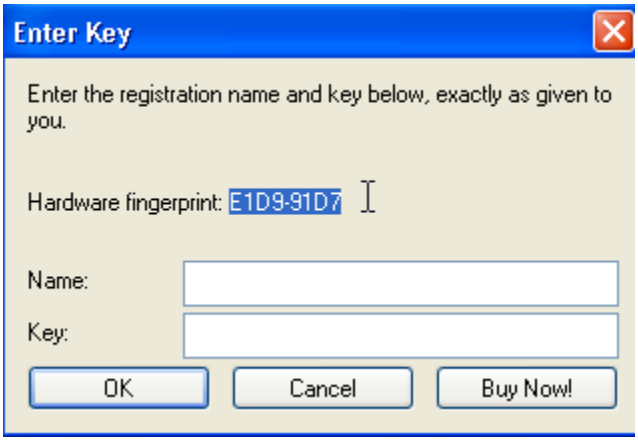
Registering HomeRun to Use

Registering HomeRun is a 2-step process. The Process is the same for the Main/Single User or Workstation installation and must be performed on all computers.

➢ *To Register HomeRun*

1. When the Registration Form appears, click the Enter Key

Reminder
This program is not free.
It is an 30 day evaluation version of copyrighted software.
If you have purchased the program, please click "Enter Key" and enter the Name and Key sent to you EXACTLY as given.
If you are Evaluating the program, the "OK" Button will become active after a 3 second delay. Press "OK" to enter the program.
If you use it beyond the evaluation period, you are expected to purchaser it from the LeBlanc & Associates.
Please check the program's documentation for details.
Press the "Buy Now" Button to go to our Web Site.
OK
Enter Key
Buy Now!



2. Enter the Name and Key EXACTLY as given to you in appropriate box. You should use the Copy and Paste function to enter the information. Click OK.
3. The name, which is part of the registration key is used to print your company name on all documents, bills of sale and reports.

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Running HomeRun the First Time

The first time you run the main copy of HomeRun LITE , you must initialize it by filling in the items under Company Menu Items under Admin Main Menu. This section is not required for Workstation setup.

➢ *To initialize HomeRun*

1. From the Windows Start menu, start HomeRun by selecting the HomeRun menu option. If HomeRun doesn't run, review the proceeding "What Setup Installs" section.
2. When HomeRun Lite first starts, the Program Registration form is shown. See below on how to request Registration Keys. You can access or change your registration information by clicking on Help -> Registration on the main menu.
3. All of the items you need to initially fill out before you start using HomeRun will be found in the Admin->**Company Information** Menu Tab.
4. Fill out your company information in the Basic Company Information section. This is where the program gets the information to print on all forms used by this program.
5. Then fill in the Numbers Used section. Default numbers have been entered so you can start using the program right away. Change these numbers as appropriate.
6. Then enter in the Information on all your Employees especially the **Salesperson Licence Number**. You can access the Employees screen by Clicking on Data ->Employees -> Employees from the main menu.

After you initialize HomeRun, you can run HomeRun at any time by Clicking the HomeRun icon on the Program Start Menu or the Desktop.

Performing Backup of Program and Data

As with all programs installed on your computers, it is necessary to perform data backups on a timely basis. This process can be as simple as copying the HomeRun Lite files from your hard drive to CD/DVD Disk or to USB Disks. Another option is to use backup software to automate the procedure. There is backup software installed in Windows. This will allow you to set up backups as sets and perform the backups to any media. If you need help with this, check the windows help files.

It is always best to backup or copy the entire HomeRun Lite folder. In this way, you will have the complete backup to restore in the case of disk failure or corruption. The least you should backup is the the Data Folder. Assuming that you have installed the program with the defaults, you can find the program and data under C:HomeRunSoftware\HomeRunLITE25

Here are some of the horror stories that we get regarding backup … or lack thereof:

Our Office was broken into last night (or on the weekend) and someone stole all of our computers.

Another tale of woe is that the Hard Drive crashed and all their data is now gone. We're sorry to tell you that there is nothing we can do to help recover your data.

Setup

HomeRun Lite Setup

HomeRun Lite includes Administrative Tools that help you manage HomeRun Lite and monitor your use of it.

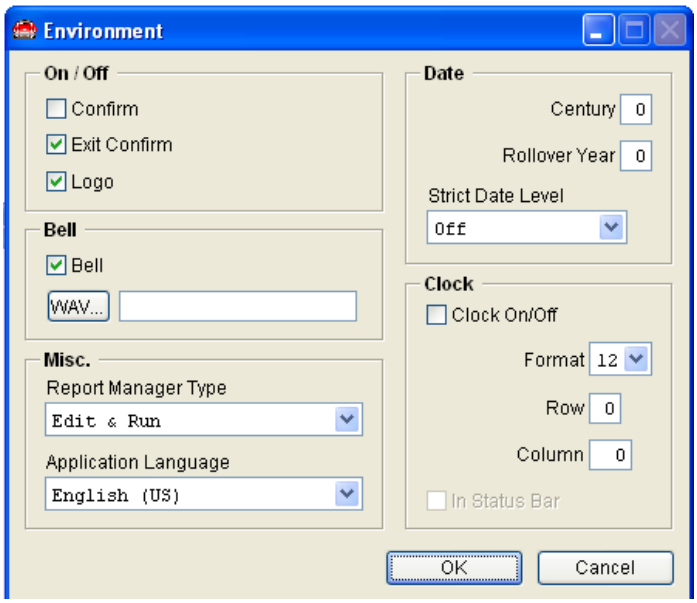
The options on the HomeRun Lite Admin menu allow you to control and use the Administrative Tools.

Important: After you install HomeRun LITE visit the Admin menu to set up the Administrative Tools as you prefer.

The tools you may want to set up before you begin using HomeRun Lite are described below.

HomeRun Lite Environment

You can control the HomeRun Lite environment through the Environment option on the Admin menu.



The Environment dialog lets you customize the HomeRun Lite environment.

The environment settings are described below. You can change the environment settings as needed.

Confirm

Specifies whether the Enter or Tab key must be pressed to exit an input field on a form. When Confirm is checked, you must press Enter or Tab to move to the next object on a form. When Confirm is unchecked and the cursor reaches the last character in an input field, the cursor moves to the next object and the bell sounds if the Bell check box is checked.

By default, Confirm is unchecked.

Exit Confirm

When you exit HomeRun LITE , a dialog appears to confirm your exit. This dialog prevents accidentally exiting HomeRun LITE . However, some people are annoyed by the confirmation dialog. If you're in the latter group, you can turn off the exit confirmation by unchecking the Exit Confirm check box.

Clock

If you want to display a clock in the HomeRun Lite window, you can choose the row and column for the clock's display. You can also choose to display the clock in the status bar.

Bell

Turns your computer bell on and off. If the Bell check box is checked, your computer bell will sound during editing when you reach the end of a field or enter invalid data.

Date

Specifies the format for the display of dates on forms. The default format is American (mm/dd/yy). The drop down combobox lets you choose different formats based on country or the placement of mm, dd and yy.

The Separator specifies the character that separates mm, dd and yy in the date format selected. The default Separator is "/".

- **Century:** A number from 1 to 99 that specifies the current century. When a date in HomeRun Lite has a two-digit year, the Century entered determines in which century the year occurs.

Rollover Year: Determines whether the year is in century or the century following this Century. A number from 0 to 99 that specifies the year equal to and above which is the current century and below which is the next century. The default value is the last two digits of the current year plus 50 years - if the current year is 1998, Rollover Year is 48, the last two digits of 2048 (1998 + 50). Note that the rollover value only determines the century for a date entered without a century portion - an ambiguous date format that is not recommended. For example, if the current year is 1998 and Rollover Year is the default (48), any date entered without a century portion and a year of 48 or greater is considered to be in the current century (the 20th century). Any date entered without a century portion but with a year before 48 is considered to be in the next century (the 21st century).

Report Mgr Type

- We do not use the Report Manager. All the reports or printed documents are either run from forms where applicable or from the "Report Menu".

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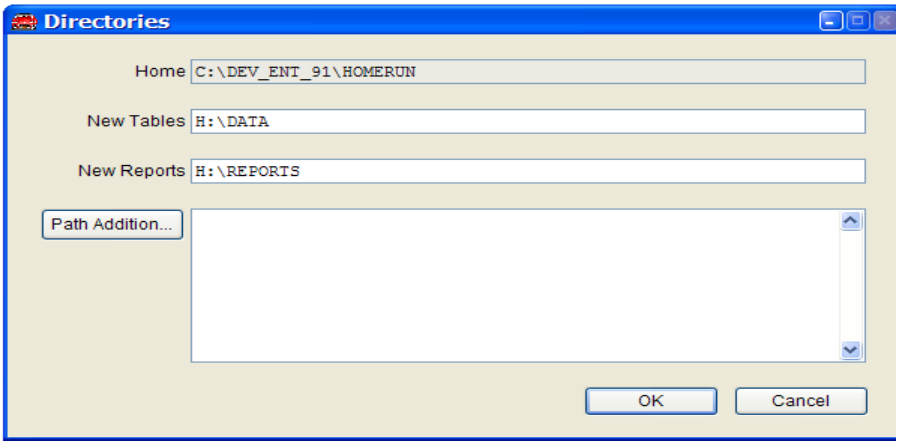
Directories

The Directories option on the Admin menu displays the HomeRun Lite Home, Tables and Reports directories.

Tables: A table is a special type of file used to hold HomeRun Lite data.



Tip: You can use the Directories dialog to change the Tables and Reports directories. You may want to change the Tables and Reports directories if you need to share HomeRun Lite data files with other users on a Local Area Network (LAN) - see below.

Home Directory

The HomeRun Lite Home directory is where the main HomeRun Lite files were placed when you installed HomeRun Lite You cannot change the HomeRun Lite Home directory through the Directories dialog.

Tables and Reports Directories

HomeRun Lite automatically stores any new tables and reports you create in the Tables and Reports directories. You can change the Tables and Reports directories by entering new directory paths in the Tables and Reports fields on the Directories dialog. If the new directories you enter don't exist, HomeRun Lite will create them for you.

When would you want to change the Tables and Reports directories? You may want to change the Tables and Reports directories when you install HomeRun Lite on a LAN and need to share data files among users on LAN workstations. See the next section for a complete discussion of this LAN topic.

Installing HomeRun Lite on a LAN

HomeRun Lite is a multiuser application. That means more than one user or workstation on a LAN can access and share the same HomeRun Lite files. Here's how we recommend that you set up HomeRun Lite so that more than one user can access data and report files at a time.

➢ *To Set Up HomeRun Lite on a LAN*

1. Install HomeRun Lite on each LAN workstation's local hard drive using the workstationsetup.exe
2. At the end of the set up process, you will be prompted for the location of the data and report folder. This is a prerequisite for HomeRun to be able to run from a workstation.
3. If you have missed this step, use Windows Explorer to get to the Folder/Directory where you installed HomeRun on the workstation. If you accepted the default folder location during the set up, this would be C:\HomeRun Software\HomeRunLITE 31\. Run the file set_directories.exe

Review

In the next chapter, we'll go over some basic mechanics that will help you understand and use HomeRun Lite better. Before we do that, let's take a moment to review what we've learned in this chapter. Here are some important points that we would like you to remember.

- HomeRun Lite includes Administrative Tools that help you manage and monitor your use of it.
- You access the Administrative Tools through the Admin menu.
- You can turn many of the Administrative Tools on and off through the Admin Tools option on the Admin-Security menu.
- HomeRun Lite Security gives you greater control over who can access HomeRun Lite and what they can access. See the *Security* chapter for all the details.
- You can customize the HomeRun Lite environment through the Environment option.

- If you are installing HomeRun Lite on a LAN, the Directories option lets you tell each workstation where shared data and report files are located.

To see more detail about the topics covered in this chapter, refer to the appropriate chapters elsewhere in this *User's Guid*e.

Using HomeRun LITE

Some Things You Should Know

There are some things you should know before you begin using HomeRun LITE

When you first learned to drive a car, the main things on your mind were all the great places the car would take you and the freedom to go whenever you wanted. You quickly learned, however, that there were some basic, mechanical things you needed to know before you could drive your car anywhere.

So it is with HomeRun Lite You want to jump right in and start using HomeRun Lite However, there are some basic things that you need to know. This chapter identifies the basic mechanics that will help you understand and use HomeRun Lite better. You will get to your destination faster if you take the time to review what's here.

HomeRun Lite Toolbar

The HomeRun Lite Toolbar has buttons that let you quickly access special functions.

HomeRun Toolbar

HomeRun Lite 2.5 Car Dealer Program - Registered to Joe LeBlanc
File Edit View Data Reports Admin Window Help
HomeRun Lite 2.5 Car Dealer Program - Registered to Joe LeBlanc
HomeRun Lite
Used Car Dealer Software
Contacts & Clients
Vehicle Information
Retail Bill of Sale
Vehicle Appraisal Form
Enter Vehicle Expenses
Enter Bulk Vehicles
Exit

Button	Purpose
	Activates the Report Manager.
	Displays the HomeRun Lite Startup Form.
	Will print the current active screen or window

HomeRun Lite Form Toolbar Controls

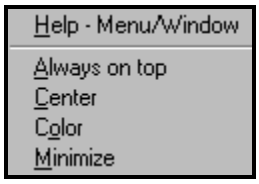
HomeRun Lite forms have toolbar control push buttons. The toolbar control buttons let you view and manage data in tables.

The HomeRun Lite Form Toolbar

You need to learn how the toolbar control buttons operate. The *Data Entry* chapter lists the HomeRun Lite toolbar controls and describes how they operate. Please review the *Data Entry* chapter so you'll know how to use HomeRun Lite forms.

Shortcut Menus

When you right-click on a form or form field, HomeRun displays a shortcut menu of options appropriate for the form or field.



Forms Shortcut Menu

Fields Shortcut Menu

Escaping from Invalid Data

If you encounter an input field that fails validation while you're editing data on a form in HomeRun, you may press Esc to exit the HomeRun validation routine and cancel the data changes you made on the form.

Special Keys

The following table shows Function and Control key shortcuts that you can use while you're running HomeRun LITE

Function and Control Key Shortcuts

Key	Action
F1	Activates context-sensitive menu and screen help.
F2	Activates field help picklist for current field.

F3	Activates field help text for current field.
Alt + F3	For users with this permission, activates field help text for current field and lets user edit the text.
Ctrl + Y	Exit HomeRun LITE
Ctrl + X	Cut.
Ctrl + C	Copy.
Ctrl + V	Paste.
Ctrl + B	Toolbar Parent Mode control.
Ctrl + F	Toolbar Find control.
Ctrl + H	Toolbar Locate control.
Ctrl + L	Toolbar List control.
Ctrl + I	Toolbar Filter control.
Ctrl + O	Toolbar Order control.
Ctrl + P	Toolbar Print control.
Ctrl + Home	Toolbar First record control.
Ctrl + PgUp	Toolbar Prior record control.
Ctrl + PgDn	Toolbar Next record control.
Ctrl + End	Toolbar Last record control.
Ctrl + N	Toolbar New control.
Ctrl + K	Toolbar Copy control.
Ctrl + U	Toolbar Edit control
Ctrl + D	Toolbar Delete control.
Ctrl + G	Toolbar Group Delete control.
Ctrl + M	Toolbar More control.
Ctrl + E	Toolbar Save control.
Ctrl + T	Toolbar Cancel control.
Ctrl + F4	Toolbar Close control.

Where to Go from Here

Read the next chapter, *Overview*, to get an overview of how HomeRun LITE

Overview

HomeRun Lite Overview

This chapter provides an overview of how HomeRun Lite will help you run your business. It also describes the HomeRun Lite interface and takes you on a brief tour of the HomeRun Lite menus. Later chapters describe each feature of HomeRun Lite in more detail.

Read the "What is HomeRun LITE " section for an overview of how HomeRun Lite does its job and what it can do for you. Skim the "HomeRun Lite Interface" section to get a feel for how the HomeRun Lite menus are organized. Then, use the "HomeRun Lite Interface" section as a quick reference to the purpose of each HomeRun Lite menu option.

What is HomeRun LITE ?

HomeRun Lite is your complete sales and management tool.

HomeRun performs the following major functions:

- **Manage Client Contacts**

  HomeRun will allow you to manage all your business contacts.

- **Manage your Vehicle Inventory**

HomeRun will allow you to manage your Car Inventory. You will be able to track all the expenses associated with any of your current and previous car inventory.

- **Retail Bill of Sale**

  HomeRun woll allow you to enter and track Bill of Sale for Vehicles sold. It will also allow you to print professional looking Bills of Sale.

- **Manage after Sales Products**

  HomeRun will allow you to keep track of the items you keep in stock that you sell to your Clients. Also, HomeRun allows you to invoice these items.

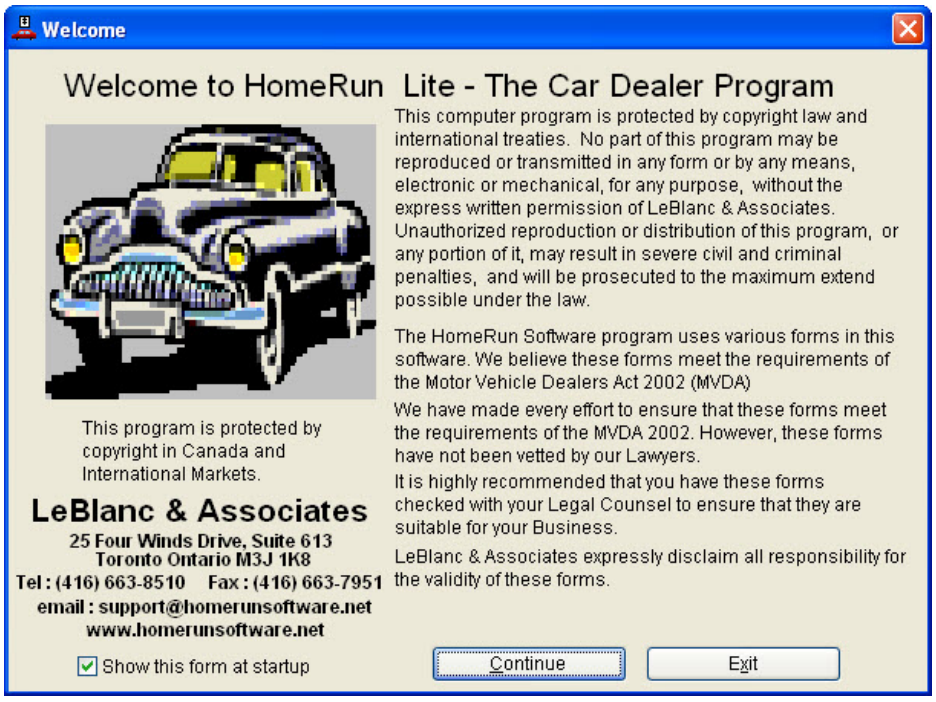
  services.

Why You Need HomeRun Lite

In today's complex business environment, it is becoming more difficult to consistently produce profitable sales. HomeRun allows you to Professionally Manage your entire operation from Sales Leads to completed Sale.

HomeRun Lite Welcome Form

When you run HomeRun LITE , you'll first see the HomeRun Lite Welcome Form.

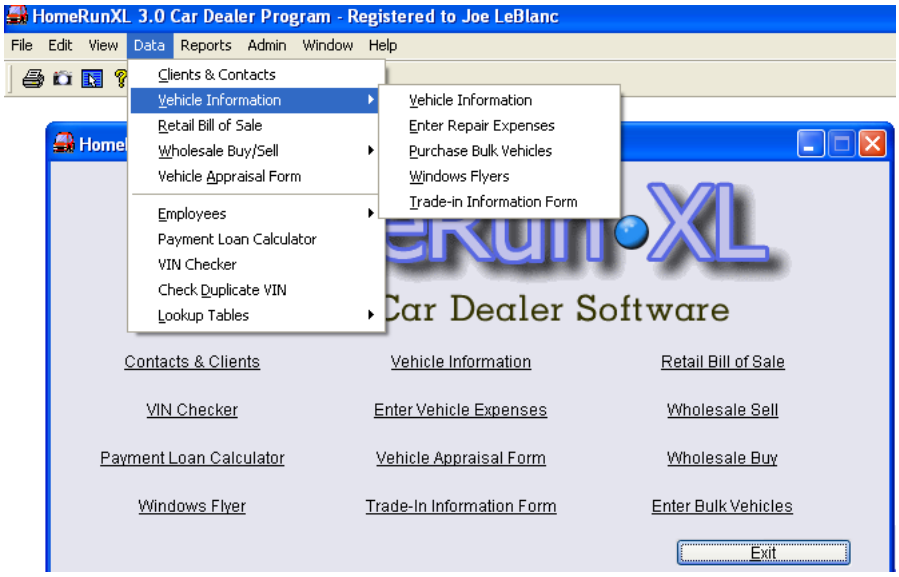

Welcome
Welcome to HomeRun Lite - The Car Dealer Program
This computer program is protected by copyright law and international treaties. No part of this program may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of LeBlanc & Associates. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extend possible under the law.
The HomeRun Software program uses various forms in this software. We believe these forms meet the requirements of the Motor Vehicle Dealers Act 2002 (MVDA)
We have made every effort to ensure that these forms meet the requirements of the MVDA 2002. However, these forms have not been vetted by our Lawyers.
It is highly recommended that you have these forms checked with your Legal Counsel to ensure that they are suitable for your Business.
LeBlanc & Associates expressly disclaim all responsibility for the validity of these forms.
This program is protected by copyright in Canada and International Markets.
LeBlanc & Associates
25 Four Winds Drive, Suite 613
Toronto Ontario M3J 1K8
Tel : (416) 663-8510 Fax : (416) 663-7951
email : support@homerunsoftware.net
www.homerunsoftware.net
Show this form at startup
Continue
Exit

Click Continue to enter HomeRun Lite Click Exit to leave.

If you want to redisplay the Welcome Form while you are using HomeRun LITE , select the Welcome Form option on the HomeRun Lite Help menu.

HomeRun Lite Menu

The HomeRun Lite menu organizes your access to HomeRun LITE



The HomeRun Lite menu offers many options. The following sections provide an overview of each menu. Use these sections as a reference guide to the menu options.

File Menu

The following table briefly describes the File menu options.

File Menu	
Option	**Purpose**
Reindex/Pack Tables	Utility to reindex and pack HomeRun Lite tables. This procedure should be performed every few weeks.
Exit	Closes HomeRun Lite If the Exit Confirm box is checked on the Admin menu Environment dialog, a dialog appears to confirm the intent to exit.

Edit Menu

The following table briefly describes the Edit menu options.

Edit Menu	
Option	**Purpose**
Undo	Cancels the last text change in a field, record or file.
Redo	Reverses the last undo.
Cut	Removes text from a field, record or file and places it on the clipboard.
Copy	Copies selected text to the clipboard.

Paste	Inserts a copy of the clipboard contents into the current field or file.
Clear	Clears, or deletes, selected, or highlighted, text.
Select All	Selects, or highlights, the entire contents of a field.
New	Form Toolbar control. Displays blank form fields for adding a record to a table.
Copy	Form Toolbar control. Copies the current record and displays the copy for editing. Used to add a record and carry values from the current record to the new record.
Edit	Form Toolbar control. Puts form in edit mode for forms that have an edit mode.
Delete	Form Toolbar control. Deletes the current record from the table.
Group Delete…	Form Toolbar control. Brings up the Group Delete dialog for deleting records using condition expressions created by the user. Deletes all records meeting the conditions entered.
More	Form Toolbar control. After entering a new record, clicking the More control saves the record and adds a new blank record.
Save	Form Toolbar control. Saves data entered while adding, Copying or editing a record and ends the add or Copy.
Cancel	Form Toolbar control. Cancels data entries and changes made while Adding, Copying or editing a record and terminates the Add or Copy.
Close	Form Toolbar control. Closes the current form.

View Menu

The following table briefly describes the View menu options.

View Menu	
Option	**Purpose**
Parent Mode	Form Toolbar control. Turns Parent Mode on and off for child forms.
Find…	Form Toolbar control. Brings up the Find dialog for finding a record.
Locate…	Form Toolbar control. Brings up the Locate dialog for locating records.
List…	Form Toolbar control. Provides a picklist grid with incremental search and sortable columns for finding records quickly and easily.
Filter…	Form Toolbar control. When no record filter is set, brings up the HomeRun Lite Condition Builder for creating a record filter. Otherwise, turns filter off.
Order…	Form Toolbar control. Lists the table's index tag

	descriptions for selecting the record display order.
Print	Form Toolbar control. Displays the HomeRun Lite Report Manager.
First	Form Toolbar control. Displays the first record in a table as defined by the record Order and Filter.
Prior	Form Toolbar control. Displays the prior record in a table as defined by the record Order and Filter.
Next	Form Toolbar control. Displays the next record in a table as defined by the record Order and Filter.
Last	Form Toolbar control. Displays the last record in a table as defined by the record Order and Filter.

Data Menu

The Data Menu provides access to the data entry forms in HomeRun LITE

Data Menu	
Option	**Purpose**
Clients & Contacts	Enter & View Contacts and Client Information
Vehicle Information ▸	Displays the options for displaying Vehicle Information
Vehicle Information…	Displays the Vehicle Information Form
Enter repair Expense…	Displays the form to enter and manage Vehicle repair expenses
Purchase Bulk Vehicle…	Displays the form to enter bulk vehicle purchases.
Retail Bill of Sale	Displays the Retail Bill of Sale form
Employees ▸	Displays the options to manage Employee Information
Employees…	Displays the form to manage Employee information
Employee Position…	Displays the lookup table to allow you to enter employee title or position which is used in the main Employee information form
Lookup Tables ▸	Displays the options to enter information to the lookup tables that are used within the program.

Reports Menu

The Reports menu provides access to the HomeRun Lite Report Manager and to reports run from menu options.

The following table briefly describes the Reports menu.

Reports Menu	
Option	**Purpose**
Inventory Listing	Displays the form to run the Inventory Listing Report
Delivery Schedule	Displays the form to run the Delivery Schedule
Inventory Valuation Report	Displays the form to run the Inventory Valuation Report
Sales Reports	Display the form to tun the various Sales Reports
…Retail Sales Tax Report	Prints the Retail Sales Tax Report

Admin Menu

You manage and control HomeRun Lite through the Administrative Tools found on the Admin Menu.

The following table briefly describes the Admin menu options.

Admin Menu	
Option	**Purpose**
Company Information	This menu item displayed the company setup information
…Basic Company Information	This item allows you to enter and maintain your Address and Telephone Numbers.
…Dealer & Tax Numbers	This item is where you enter your Dealer RIN and other numbers
…Tax Rate	This is where the tax rates charged by the program are read from. As tax rates change, this is the location where you change them.
…Dealer Insurance Information	This is the location where you enter your insurance information. This information is used when you use the “Print Dealer Information” below
…Last Numbers Used	This is where you maintain the numbering sequence for Stock Number and Bill of Sale.
…Print Dealer Information	This allows you to print your Dealer Information when you have to give this information to suppliers.

Errors...	Lists errors that occurred while users worked in HomeRun Lite
Directories...	Display's HomeRun Lite directories and allows the HomeRun Lite tables and reports directories to be changed.
Environment...	Enables setting of system and environment parameters for HomeRun LITE

Window Menu

The Window menu lists the forms, or windows, that you have opened in the HomeRun Lite Desktop window.

Help Menu

The HomeRun Lite Help menu contains options for accessing HomeRun Lite Help. The Help menu also provides access to desk accessories, such as a Filer, Calculator and Calendar/Diary.

The following table briefly describes the Help menu options.

Help Menu

Option	Purpose
HomeRun User Manual	Runs the User Manual
About...	Displays information about HomeRun Lite
Startup Form	Displays the Startup Form.
Registration Information	Displays the Registration Information Form.
Welcome Form…	Displays the HomeRun Lite Introductory Form.
Calculator	Displays a Calculator for basic mathematical operations. Can cut and paste results.
Calendar/Diary	Displays a Calendar/Diary for appointments and notes.

Data Entry

Overview

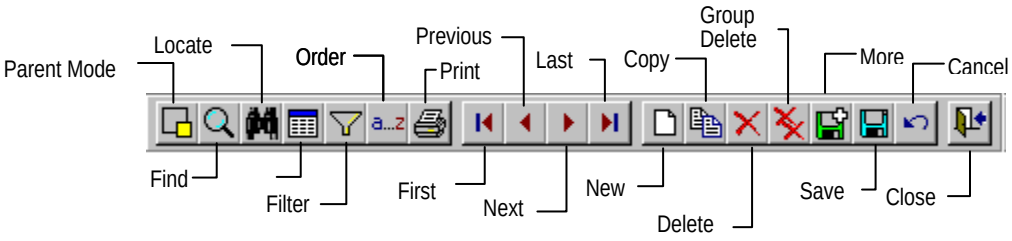
This chapter begins by explaining how to use the HomeRun Lite Form Toolbar controls. The Form Toolbar controls let you select records, navigate among records and update records on a form.

Then, the chapter describes how to use the HomeRun Lite data maintenance forms.

Form Toolbar Controls

The HomeRun Lite Form Toolbar provides controls that let you view and manage the data in the HomeRun Lite tables.

HomeRun Lite toolbar controls let you navigate through the records, search for records, change the record order, add records, delete records and save changes to records. The control buttons have pictures, or icons, that represent their functions. The HomeRun Lite Form Toolbar controls are shown below. Note: Holding your mouse cursor over any toolbar buttons will display a description of these buttons.



The next two pages provide brief descriptions of each Form Toolbar control. The Find, Locate, Filter, Order, and Group Delete controls are described in more detail in following sections.

Editing Data

When a form is activated in HomeRun LITE , you may enter changes directly into the fields on the form. You click the Save button on the toolbar to save your changes. If you try to leave the current record without saving your changes, HomeRun Lite prompts you to save your changes.

Toggle Controls

The Parent Mode and Filter buttons are toggles. As described in the table on the following pages, the pictures on these controls change to show whether the status of the control is On or Off.

Toolbar Menu Options

The Edit and View menus contain options for each Form Toolbar control. Toolbar controls that change data are on the Edit menu. Toolbar controls that help you navigate among data are on the View menu.

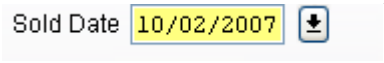
The Edit and View menus display shortcut keys you can use to select a Toolbar control instead of clicking it with your mouse. The shortcut keys are listed in the *Using HomeRun Lite* chapter.

HomeRun Lite Toolbar Controls		
Picture	**Control**	**Purpose**
	Record Selection Controls:	The record selection controls allow you to choose the table records displayed and to set the display order.
	Filter - Off	Brings up the HomeRun Lite Condition Builder for creating a record filter. When a filter is created, only records that satisfy the filter condition are displayed, and the Filter button toggles to the Filter On picture shown below. When the Filter Off picture is displayed, no record filter is in effect.
	Filter - On	Turns filter off. When the Filter On picture is displayed, a record filter is in effect.
	Order	Lists the table's index tag descriptions for selecting the record display order.
	Navigation Controls:	The navigation controls move through the records in a table and locate specific records. As you navigate through the records in a table, the Order selected and the Filter in effect, if any, determine how the table appears to the navigation controls.
	Find	Brings up the Find dialog for finding a record using the table's primary key or the current Order index key. If a partial key is entered, all records matching the partial key are displayed in a Browse for user selection.
	Locate	Brings up the Locate dialog for locating records using condition expressions created by the user. Displays all records meeting the conditions in a Browse for user selection.
	List	Provides a picklist grid with incremental search and sortable columns for finding records quickly and easily.
	First	Displays the first record in a table as defined by the record Order and Filter.
	Prior	Displays the previous record in a table as defined by the record Order and Filter.
	Next	Displays the next record in a table as defined by the record Order and Filter.
	Last	Displays the last record in a table as defined by the record Order and Filter.

HomeRun Lite Toolbar Controls		
	Control	**Purpose**
	Data Update Controls:	You use data update controls to maintain the data in a table. As you update the data, a record of the update is entered in the Audit Trail if the Audit Trail tool is on.
	New	Displays blank form fields for adding a record to a table. If the form is a child in a Related Forms group, the primary key fields in the parent record are automatically entered into the foreign key fields of the new child record.
	Copy	Copies the current record and displays the copy for editing. Used to add a record and carry values from the current record to the new record.
	Delete	Deletes the current record from the table. Relational Integrity is enforced.
	Group Delete	Brings up the Group Delete dialog for deleting records using condition expressions created by the user. Deletes all records meeting the conditions entered. As records are deleted, the Audit Trail is updated and Relational Integrity is enforced.
	More	After entering a new record, clicking the More control saves the record and adds a new blank record.
	Save	Saves data entered while adding, Copying or editing a record and ends the add or Copy.
	Cancel	Cancels data entries and changes made while Adding, Copying or editing a record and terminates the Add or Copy.
	Related Forms Controls:	
	Parent Mode - Off	Turns Parent Mode on for child forms. While Parent Mode is on, the record selection and navigation controls operate on parent records. When the Parent Mode - Off picture is displayed, Parent Mode is not in effect.
	Parent Mode - On	Turns Parent Mode off. While Parent Mode is off, the record selection and navigation controls operate on child records. When the Parent Mode - On picture is displayed, Parent Mode is in effect.
	Close Control:	
	Close	Closes the form.

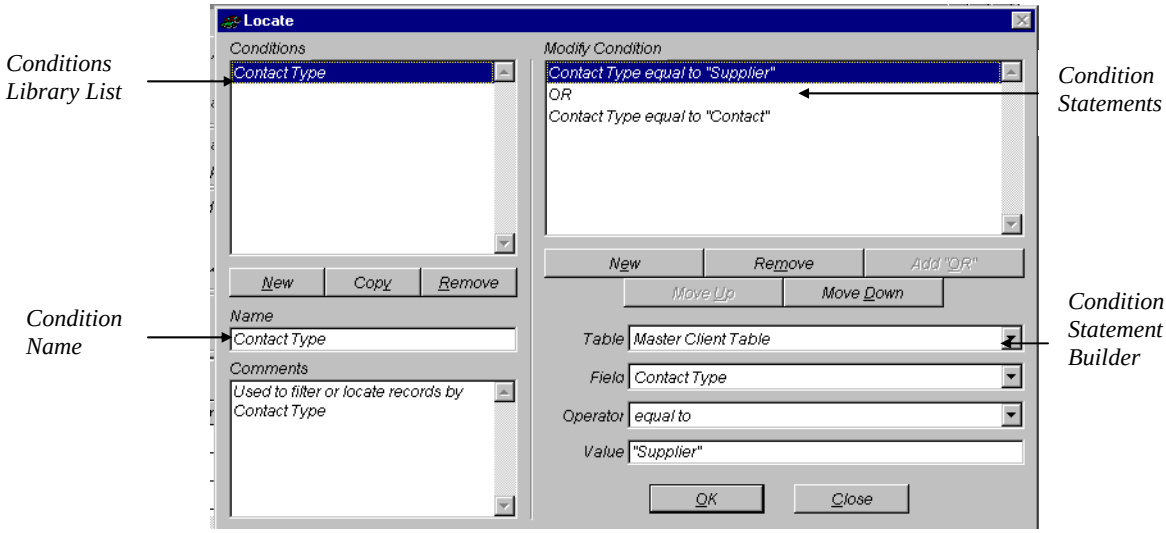
Required Fields

Some Fields on forms are designated as Required Fields and must be filled in before a record can be saved. These fields are shaded light

yellow on the forms. Some of the fields that are required are Enter Date on Bill of Sale 

HomeRun Condition Builder

The HomeRun *Condition Builder* is an interface used with the *Form Toolbar Locate, Filter* and *Group Delete controls* and the *Report Setup Dialogue's For* and *While* options.



The Condition Builder allows you to construct simple and complex conditions to locate, filter or delete records on a form. The *Condition Builder* lets you create conditions to select the records that will appear in a report.

Conditions Library: The Condition Builder allows you to store, maintain and recall a library of frequently used conditions for each form and report. What's more if you turn on *User Access Security*, each user can build her own library of conditions. In short, you can create condition libraries by form, report and user.

How to Use the Condition Builder: The *Condition Builder* provides a list of fields for a form or report. You build a new condition by building condition statements from the fields provided. To build a condition statement, you select a field from the Condition Builder's *Field list*, select an operator (such as, "equal to", "less than", etc.) that compares a value to the field, and enter the value for the comparison. The "How You Use the Condition Builder" section below provides step-by-step instructions for using the Condition Builder.

How You Access the Condition Builder

The HomeRun *Condition Builder* allows you to build a set of logical field conditions to be used to select records for a form or report. The way the conditions are used depends on how you access the *Condition Builder*, as follows:

- **Toolbar Locate:** When you click the *Form Toolbar Locate* control, HomeRun displays the *Condition Builder*. After you build a condition and click OK, the condition you build is used to locate records that match the condition. If more than one

record matches the condition, all matching records are displayed in a grid. If you select a record in the grid, the selected record becomes the current record on the form.

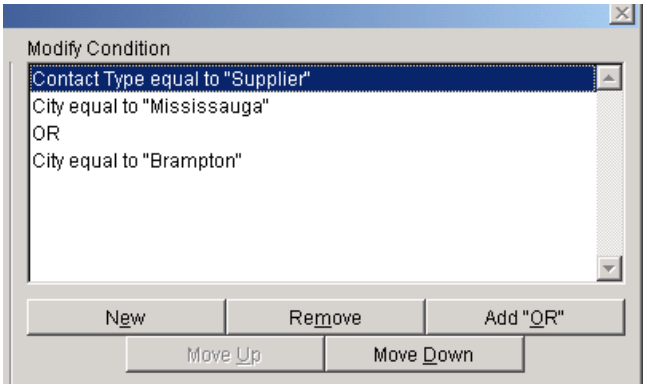
- **Toolbar Filter:** When you click the *Form Toolbar Filter* control, HomeRun displays the *Condition Builder*. After you build a condition and click OK, the condition you build is used to apply a filter to the records displayed on the form. While the filter is in effect, only records that match the condition are displayed on the form.
- **Toolbar Group Delete:** When you click the *Form Toolbar Group Delete* control, HomeRun displays the *Condition Builder*. After you build a condition and click OK, the condition you build is used to select the group of records to be deleted. Only records that match the condition are deleted.
- **Report Setup For Option:** When you click the *For* check box on the *Report Setup Dialogue*, HomeRun displays the Condition Builder. After you build a condition and click OK, the condition you build is used to select the records displayed in the report. Only records that match the condition are displayed in the report.
- **Report Setup While Option:** When you click the *While* check box on the *Report Setup Dialogue*, HomeRun displays the Condition Builder. After you build a condition and click OK, the condition you build is used to select the records displayed in the report. Records that match the condition are displayed in the report until the first non-matching record is found. When the first non-matching record is found, the report terminates. If the first record is non-matching, no records are displayed in the report.

How You Use the Condition Builder

You use the *Condition Builder* to create a "Condition". A Condition is a set of logical Condition Statements that will be evaluated together as one expression to select records.

The Condition Statements that you create for a Condition are listed in the *Modify Condition* box on the right side of the *Condition Builder*. A Condition consists of one or multiple Condition Statements. When a Condition is composed of more than one Condition Statement, the Condition Statements may be connected by an implicit logical AND operator or by an explicit logical OR operator. Condition Statements listed next to each other are assumed to be connected by an implicit AND operator. To connect Condition Statements by an OR operator, you must explicitly insert the OR operator by clicking the Add "Or" button below the Modify Condition box. The AND operator takes precedence over the OR operator.

As an example, let's say you needed to apply a filter to the Client and Contact form in HomeRun. Let's say your filter needs to select Suppliers located in either Mississauga or Brampton. Here's what the Condition Statements would look like in the *Modify Condition box* on the *Condition Builder*:

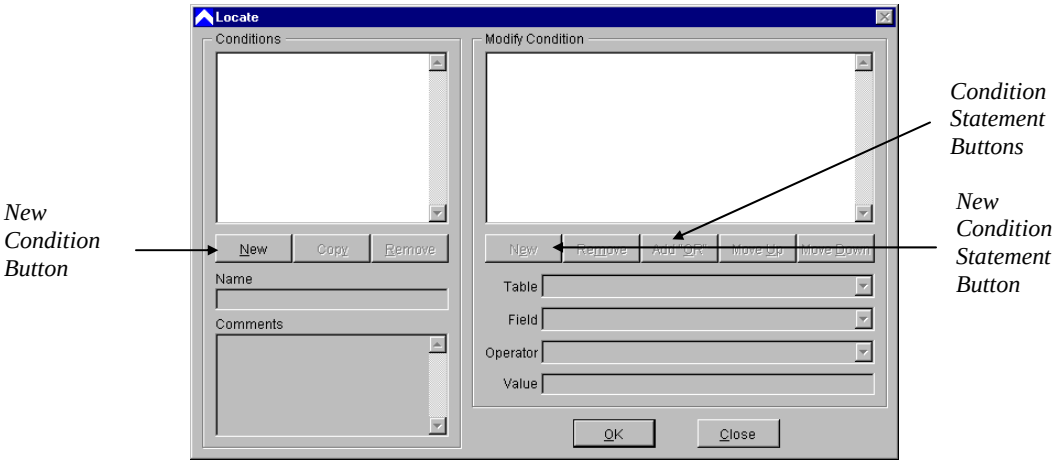


In plain English, these Condition Statements say "select a contact record (1) if the client type is Supplier and the client is located in the city equal to Mississauga or (2) the city is equal to Brampton. Notice that the AND operator is implied between Condition Statements that are not separated by the OR operator.

Now, let's explore the ins and outs of building Conditions. The next section describes how to use the Condition Builder in detail.

➢ *To use the Condition Builder*

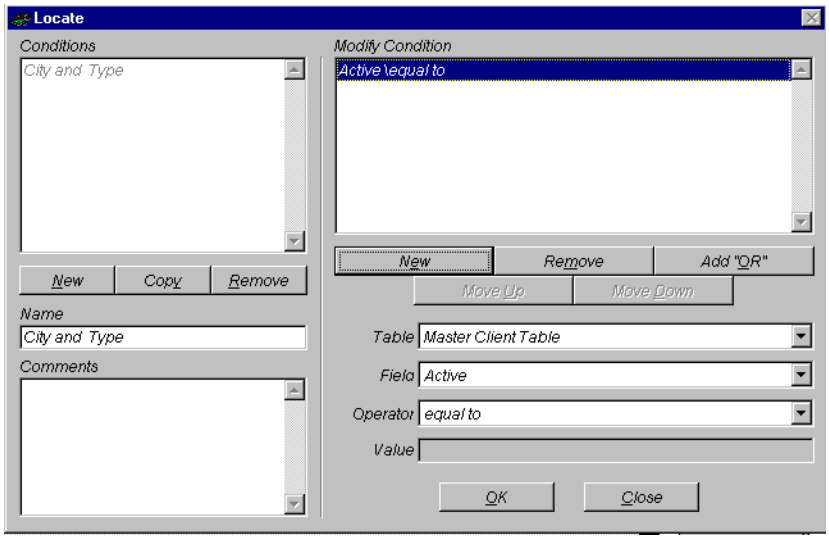
1. When you select the *Toolbar Locate, Filter and Group Delete* controls and the *Report Setup Dialogue's For and While* options, HomeRun displays the HomeRun *Condition Builder*. If you have not previously built and saved a condition, the *Condition Builder* looks like this:



   The Condition Builder is divided into two columns. The left column lists the previously created and saved conditions in the condition library. The right column is used to build condition statements for a Condition.

2. **Starting and Naming a New Condition:** To build a new condition, click the *new condition* button in the left-side Conditions column. If you want to save your new condition in the Conditions Library, enter a unique name for the condition in the Name box. If you like, enter a brief description of the purpose of the condition in the Comments box.

3. **Starting a New Condition Statement:** Click the *New Condition Statement* button in the right-side Conditions Statement column. You can now access the *Table, Field, Operator and Value* boxes and the *Condition Statements* buttons to build a Condition Statement. The *Condition Builder* should now look something like this:



Notice that there's already a Condition Statement in the Modify Condition box. It's based on the first field in the Field list and the default Operator, which is "equal to". When you build your first Condition Statements, it will replace the Condition Statements you see now.

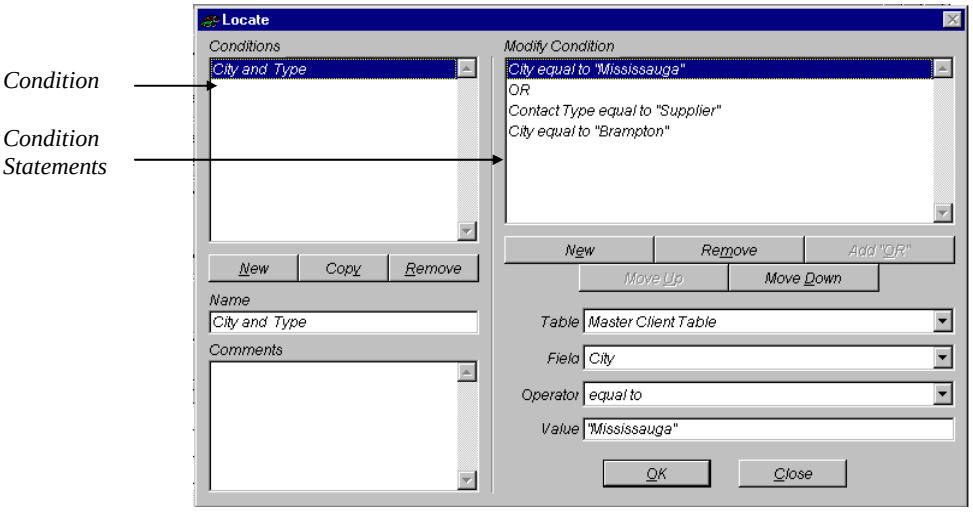
4. **Select Table/View and Field:** The next step in building a Condition Statement is to select the field for the statement. First, in the *Table combo box*, select the table that contains the field you want. Then, select the field in the *Field combo box.* The field you select will appear in the Condition Statement highlighted in the *Modify Condition box.*

7. **Select Operator:** Select an *operator* in the *Operator combo box.* The *operator* defines how the field will be used with the value you enter into the Value box. The *operator* you select will appear in the *Condition Statement* highlighted in the *Modify Condition box.* The following operators are available to you:

erator	**erator**
not equal to	
less than	
greater than	
less than or equal to	
greater than or equal to	
equal to	
exactly equal to	For Condition Statement to be true, Field and Value must not only be equal in value but must also be equal in length.

in	Enter comma-delimited list of values in Value box. For Condition Statement to be true, Field must contain one of the values in the list.
contains	Enter character string in Value box. Condition Statement is true if character string is contained anywhere within the Field.

7. **Enter a Value:** Enter the value in the *Value box* that will be compared to the Field you selected. Do not enter delimiters such as quotes or braces. The *Condition Builder* will add quotes and braces as needed. Enter dates in the Date format specified on the Environment Dialogue accessed from HomeRun's Admin menu. By default a date should be entered in the mm/dd/yy format. The entry you make will appear in the *Condition Statement* highlighted in the *Modify Condition box*.
8. **Build Additional Condition Statements:** If the Condition you are building requires additional Condition Statements, repeat steps 3 through 6 above. If the next Condition Statement you create needs to be separated by the OR operator from the Condition Statement you just completed, click the Add "OR" button before clicking the New button to start the next Condition Statement.
9. **Adjust Condition Statements as Needed:** If you need to change the order of the Condition Statements, select the Condition Statements you want to move and click the *Move Up* or *Move Down* button. If you need to add an OR operator, select the Condition Statement that the OR should follow and click the *Add "OR"* button. If you need to remove a Condition Statement, select the statement and click the *Remove button*.
10. **Apply and Save Your Condition:** After you complete your set of Condition Statements, the *Condition Builder* should look something like this:

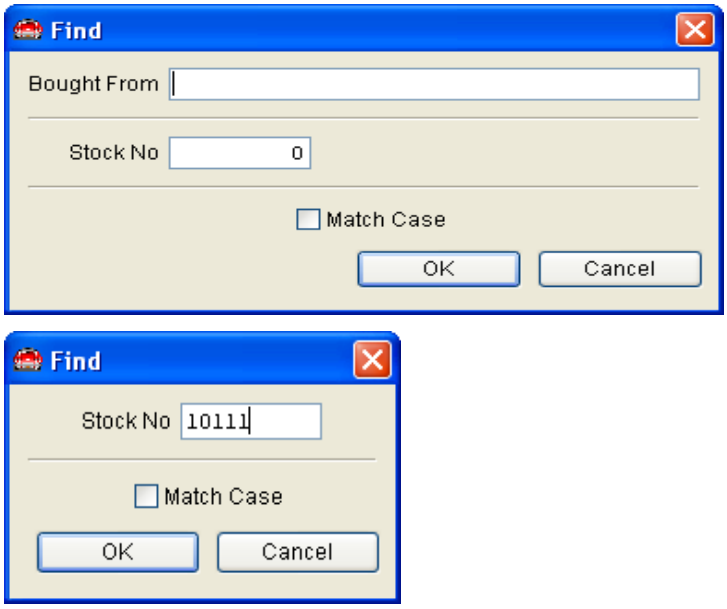


Click the OK button to apply your Condition. You will be prompted to save your Condition. If you save the Condition, it will appear in the Conditions list the next time you access the *Condition Builder* for the form or report. When the *Condition Builder* closes, your Condition will be used to select records for whichever Toolbar control or report option you selected to activate the Condition Builder.

11. **Using Conditions from the Conditions Library:** When you access the *Condition Builder* for a form or report for which you have previously built and saved Conditions, you can apply a saved Condition by simply selecting it in the *Conditions list* and clicking OK. You can also select the Condition and modify it before you apply it.

Find

When a user clicks the Find Toolbar control, HomeRun displays the Find dialog.



The Find dialog allows you to quickly find records for a table displayed on a form using either the table's current order key or primary key. The fields in the current order key are displayed in the top half of the Find dialog. The field(s) in the primary key are displayed in the bottom half. You can enter values into either key field to Find a record.

When you change the order of the records displayed on a form through the Order Toolbar control, the current order key fields are automatically changed the next time the Find dialog is displayed.

Use Match Case for a Faster Search

The Find dialog contains a Match Case check box that will cause the Find to perform a case-sensitive search for character fields. The case-sensitive search is much faster. However, to do a case-sensitive search, you need to know how the entries in the field you are searching are capitalized.

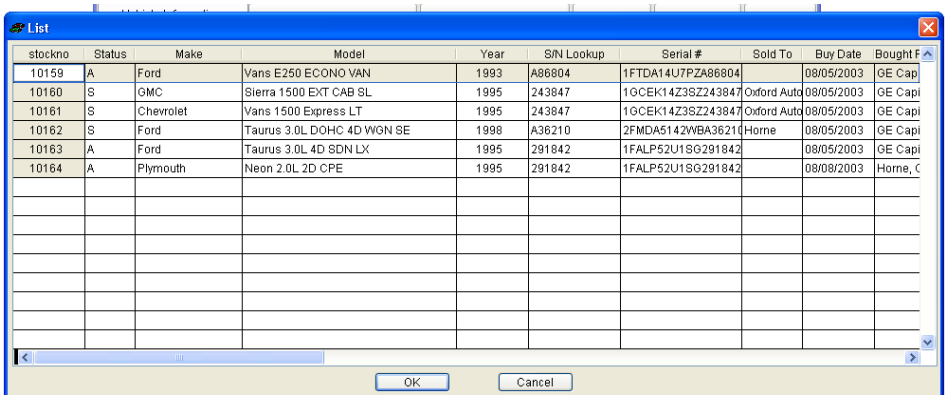
How the Find Control Finds Records

Partial Entries: The Find control finds records that match whatever characters you enter into the current order key or primary key fields. For example, using the Find dialog illustrated above, a partial entry of "B" in the Last Name field would find all records with a Last Name that began with "B".

Key Precedence: The Find control gives precedence to entries for the primary key. That is, if you make entries on the Find dialog for both the current order key and the primary key, the Find will find records that match the primary key entry. If no records match the primary key

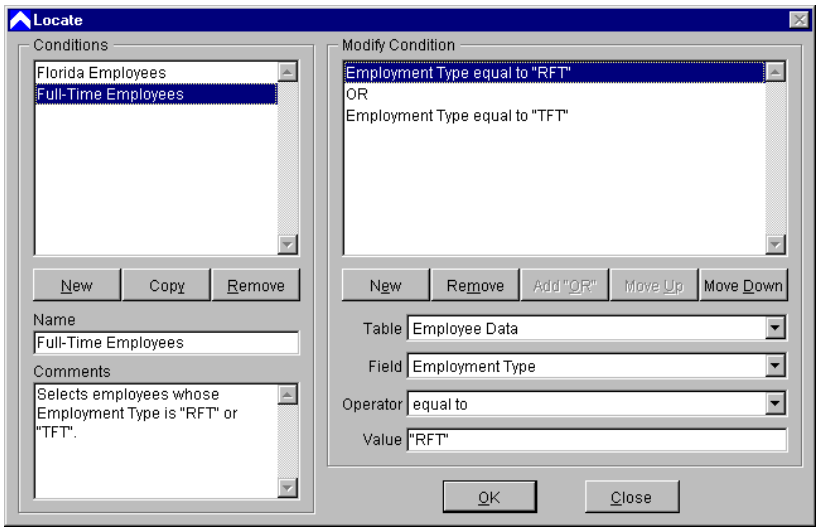
entry, the Find will find records, if any, that match the current index key entry.

Find Grid: If more than one record meets the search criteria entered, HomeRun displays all the records that meet the search criteria in a searchable, sortable grid. You can highlight a record and close the grid to display the record on the form. Using the Find dialog illustrated above, if an entry of “B” were made in the Last Name field, HomeRun would display the grid below.


List
stockno Status Make Model Year S/N Lookup Serial # Sold To Buy Date
10159 A Ford Vans E250 ECONO VAN 1993 A86804 1FTDA14U7PZA86804 08/05/2003 GE Cap
10160 S GMC Sierra 1500 EXT CAB SL 1995 243847 1GCEK14Z3SZ243847 Oxford Auto 08/05/2003 GE Capi
10161 S Chevrolet Vans 1500 Express LT 1995 243847 1GCEK14Z3SZ243847 Oxford Auto 08/05/2003 GE Capi
10162 S Ford Taurus 3.0L DOHC 4D WGN SE 1998 A36210 2FMDA5142WBA36210 Horne 08/05/2003 GE Capi
10163 A Ford Taurus 3.0L 4D SDN LX 1995 291842 1FALP52U1SG291842 08/05/2003 GE Capi
10164 A Plymouth Neon 2.0L 2D CPE 1995 291842 1FALP52U1SG291842 08/08/2003
OK
Cancel

Locate

When you click the Locate toolbar control HomeRun displays the HomeRun Condition Builder.



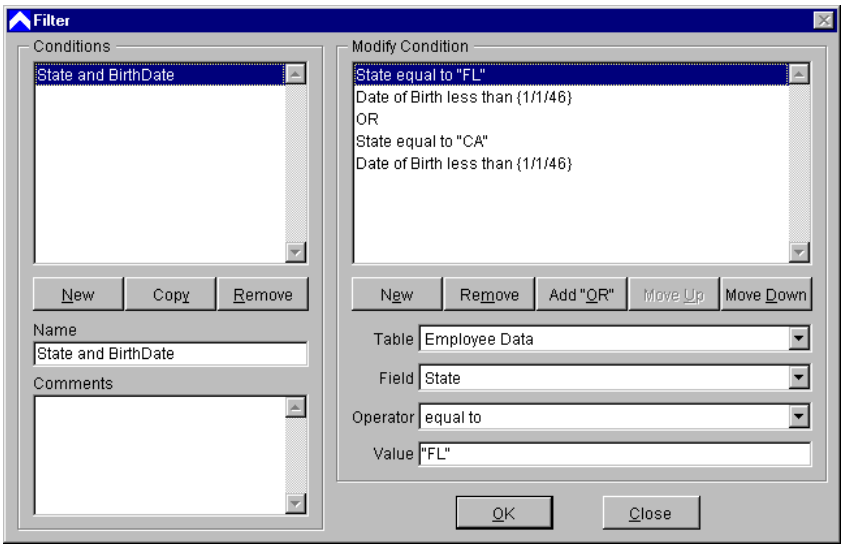
The Locate Condition Builder allows you to find records using any fields in the Field list for the tables in the Table list.

See “HomeRun Condition Builder” on page 32 to learn how to use the Condition Builder with the Locate control.

Locate Grid: If more than one record meets the search criteria entered, HomeRun displays all the records that meet the search criteria in a searchable, sortable grid. You can highlight a record and close the grid to display the record on the form.

Filter

When you click the Filter toolbar control, HomeRun displays the HomeRun Condition Builder.



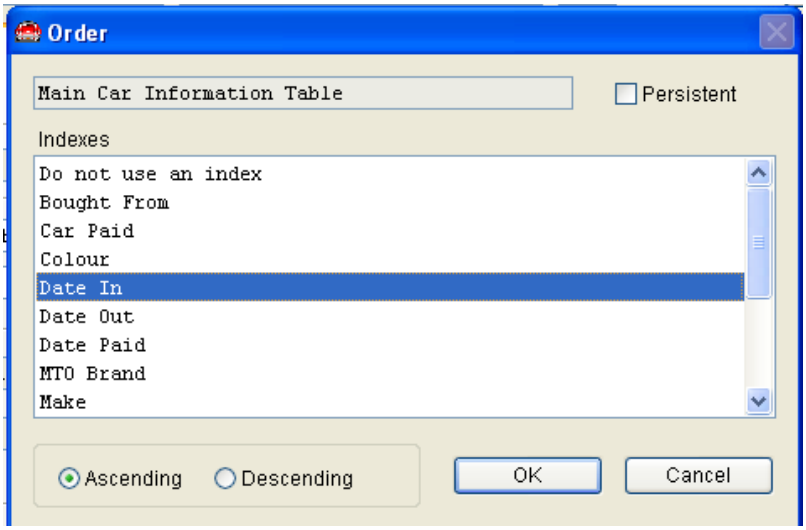
The Filter Condition Builder allows you to filter records using any fields in the Field list for the tables in the Table list.

See “HomeRun Condition Builder” on page 32 to learn how to use the Condition Builder with the Filter control.

When you complete building a Condition, clicking the OK button sets the filter on the active table or view. From that point, only records that meet the filter condition are displayed on the form.

Order

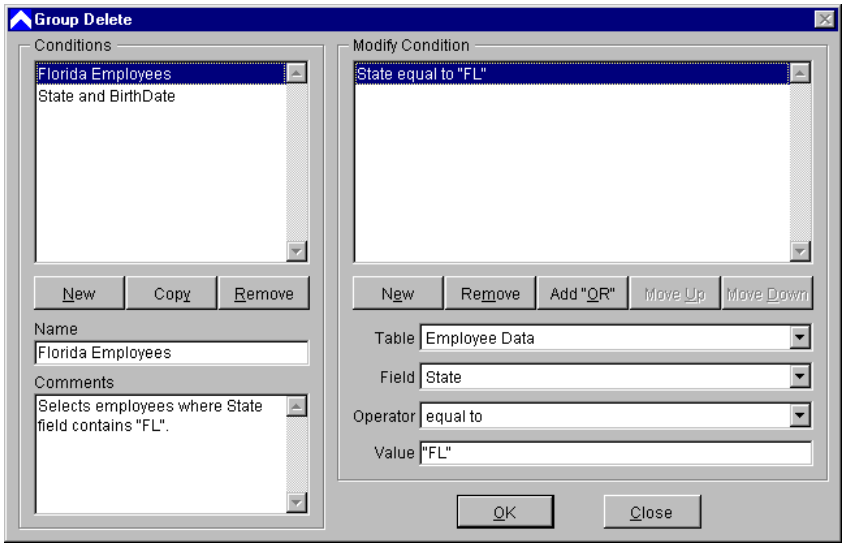
When you click the Order Toolbar control, HomeRun displays the Order dialog.



The Order dialog displays the record orders you can select for the table displayed on a form. The current order is highlighted. You change the order of the records on the form by selecting a different order. The order can be made ascending or descending through the option buttons on the Order dialog.

Group Delete

When you click the Group Delete toolbar control, HomeRun displays the HomeRun Condition Builder.



The Group Delete Condition Builder allows you to conditionally delete groups of records using any fields in the Field list for the tables in the Table list.

See “HomeRun Condition Builder” on page 32 to learn how to use the Condition Builder with the Group Delete control.

When you complete building a Condition, clicking the OK button executes the group delete. While HomeRun performs the group delete, it enforces referential integrity and maintains the audit trail. Consequently, the group delete process can seem slow if the active table or view is involved in a referential integrity relationship. As records are deleted, the number of records deleted appears in a wait window.

Tip: Pressing the Esc key terminates the group delete.

Client & Contacts

This is where you enter and manage all your Clients and Contacts.

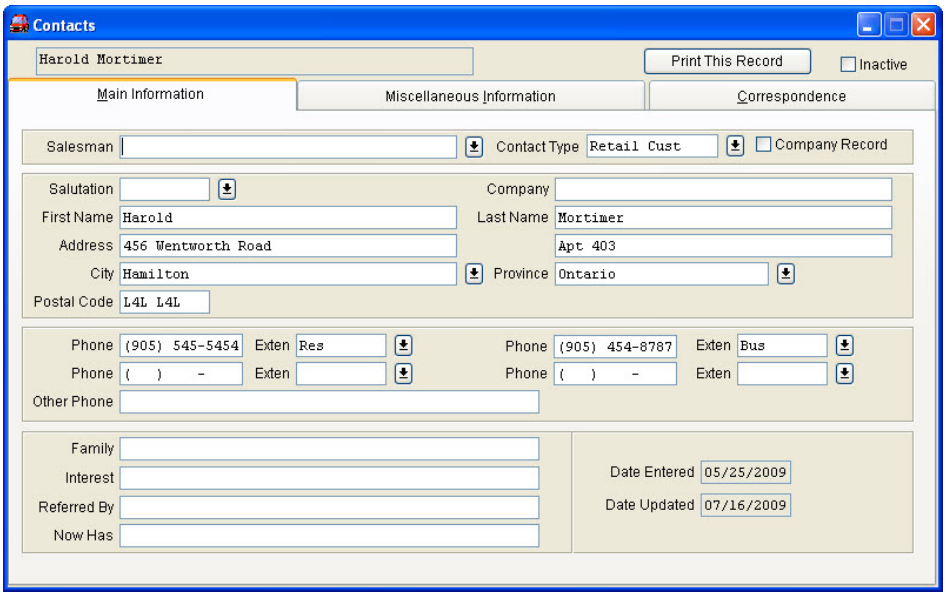
When you click on the Menu Item, you will be offered a List Form. This allows you a quick way to find a particular or group of records.

As you add more records, you will be presented with a larger list of all the records in the data table that match your request. Click on the label on the top of the column and type the start of the name you are searching for. If you were looking for LeBlanc & Associates, you could type the letter “L” and you will be taken to the beginning of the names that start with “L”. Type the next letter “e” and so on to find your record. The Index order is incremental which allows you to quickly find the record you’re looking for.

If you want to search for a record by a different field shown, Click on the field name at the top of that column. That field will become the active search field. Type the first few letter of name you want to find.

The Form is divided in 3 sections.

Main Information



The first one is for the “Main Information about the contact.

This is the part where you put all the main information about the contact

Note that the Down Arrorw next to a field denotes that you can pick a value from a pick list for this field. This allows you to enter constant values in that particular field without typing them in. You can also press F2 while your cursor is on this field, or, click the Right Mouse button to choose from a pick list.

If the record is a Company Record, check the Company Record. If this is a record for an individual, leave this field blank. This is used by the program when entering a “Retail Bill of Sale” to differentiate between a sale made to an individual or a company.

When entering a new Client, you can enter the **Salesperson** that either generated the lead or has been assigned to them. You access the *Salesperson table* by first clicking on the drop down button next to the *Salesperson Field* and picking a salesperson from the list. If the name of the Salesperson is not in the Table, you can enter a new one by choosing *Add* from the button on the *Picklist.*

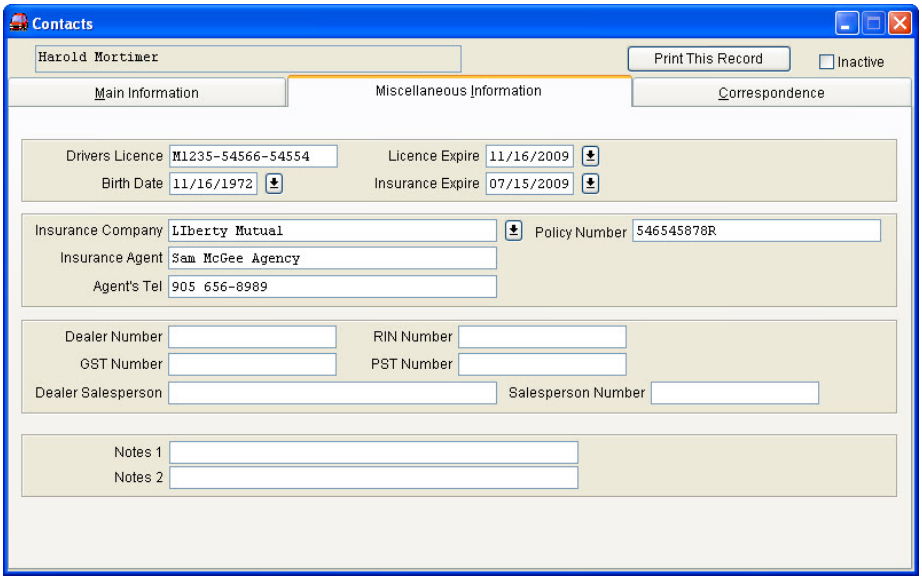
Next Choose *Contact Type* from the type field. This is how you will sort your contacts in the future. You can add or modify the Contact Type Labels to suit your particular business needs.

Enter the balance of the Contact or Client information. You will notice that the City and Province also have an *F2 Picklist* to help you with your choice and to eliminate as much typing as possible.

You will also notice the name is displayed at the very top of the form. That is so that you will always know which Contact you’re working with, no matter what tab you are in.

When you enter a new record, the *Active Field* is ticked on. When a Contact becomes inactive, for whatever reason, you can uncheck this field and still keep the information in the Table for future reference. Then, when you print a contact list, you can choose to print only the Active Contacts.

Miscellaneous Information



For a Retail Contact, you will enter the drivers licence and insurance information. If you do not enter this information here, you can choose Edit from the picklist menu in the Retail Bill of Sale to enter it then. It will then be copied back to the Sale form. In the case of Dealer, you must enter the Dealer's information here. It is taken from here when entering vehicles in the Bulk Purchase, Wholesale Buy and Sell forms.

You can also enter any miscellaneous information you wish to make about this record in the notes or memo field.

➢ *Dealer Information*

When you either Buy or Sell a Vehicle to another Dealer, you're required to keep track of certain information. This information should be entered on this tab. In this way, when you fill out the Buy or Sell information, the information will automatically be entered on those forms and you will have a permanent record of the complete transaction.

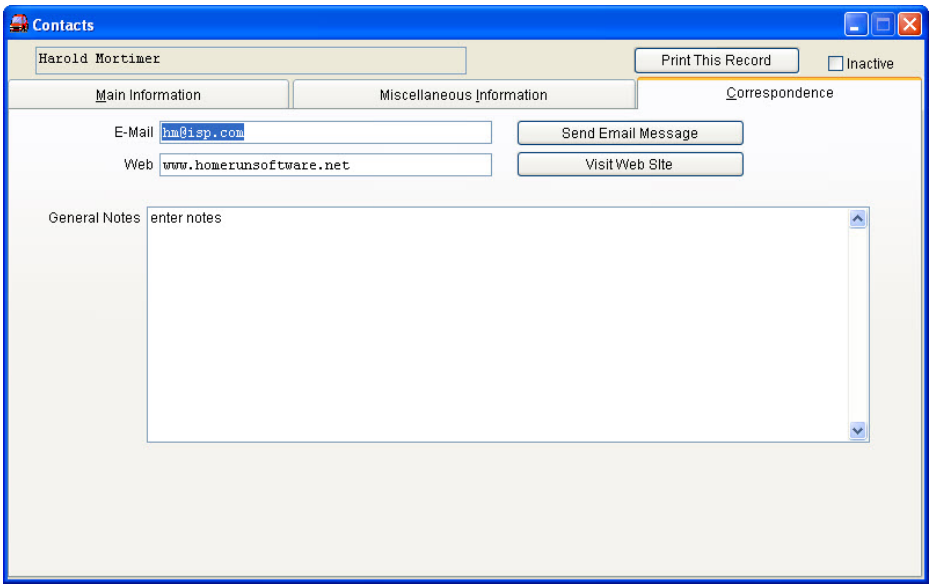
➢ *Licence and Insurance*

In the case of a Retail Client, you require certain information when filling out a Bill of Sale. When you have previously sold a particular Client a Vehicle, you would already have some of this information. In this case, the information would automatically be filled in when you make out the Bill of Sale form. You can then update the information as required. When you save the Client Information in the Bill of Sale form, the information from this tab automatically gets updated to the most current information.

In the case of a Dealer, filling in the RIN # field will ensure that the correct information is entered in the Wholesale Buy/Sell form when required.

Correspondence

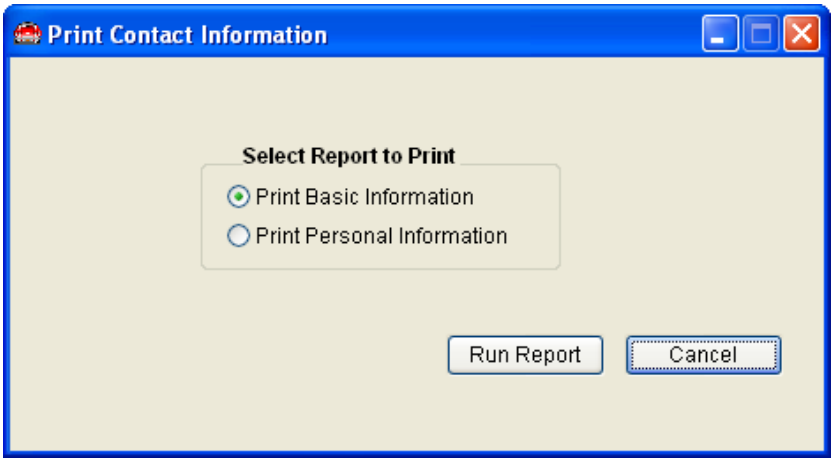
This page tab will allow you to enter email or web information for a Contact.



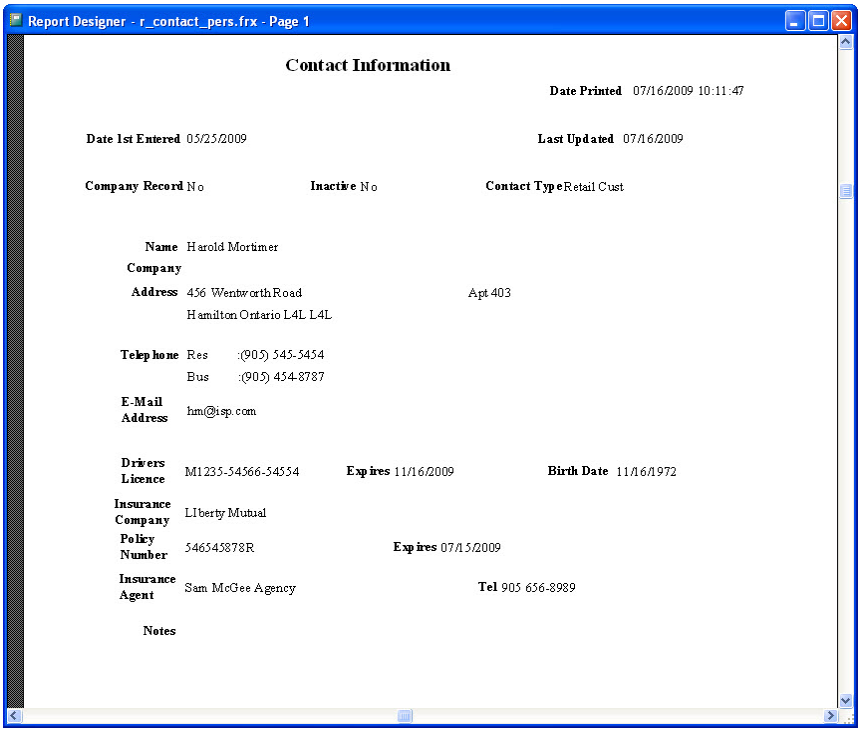
On this Page, you can keep the email or web address for this Contact.

Print Contact Information

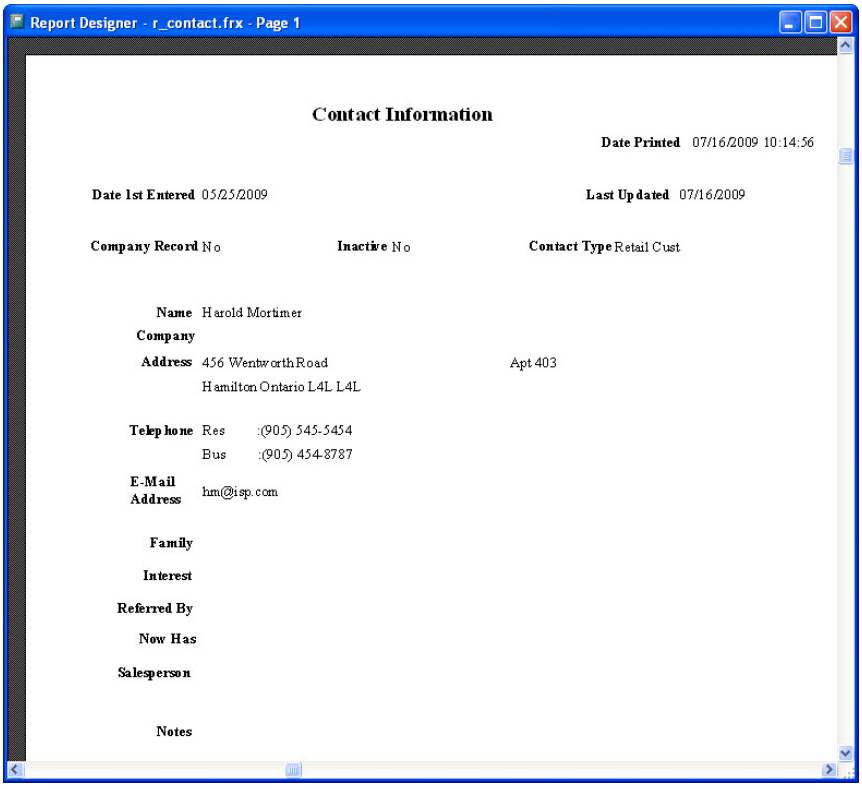
You can print Contact information for the record shown on the screen by clicking the "*Print This Record*" button on the bottom of the form. This will bring up the selection form.



Choose whether to print just the basic information or to print personal information of contact.



Print Personal Information



Print Basic Information

Vehicle Information

From this screen, you will manage your Vehicle Inventory. All Vehicle history as well as current inventory is kept in this Table. This allows for data access and report production for all vehicles that passed through your Dealership.

This Form is broken into 6 tabs, each holding related information.

Vehicle Information

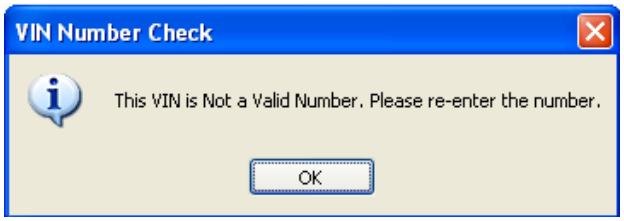
This screen holds the main vehicle information. The program automatically assigns a new Stock Number for all new vehicles added.

Enter the Asking Price in the *Ask Price field*. This information will be used when doing up Bills of Sale. Fill out the *Status field* from the F2 PickList.

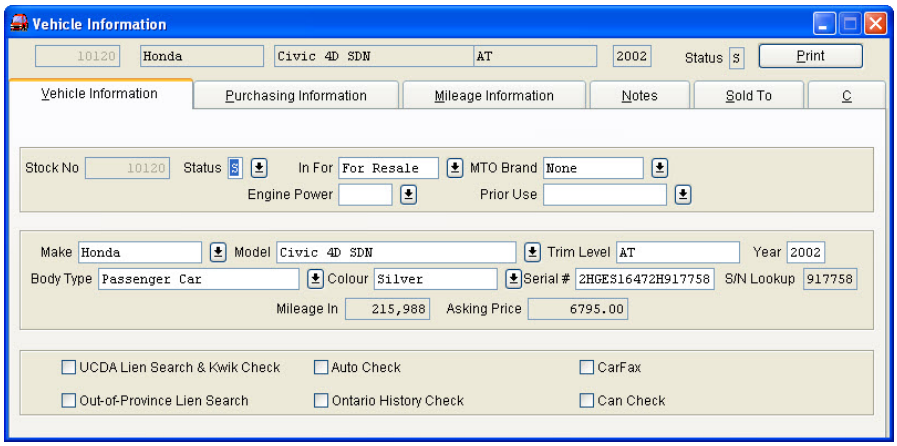
(See Status Information below for description of this field)

Choose items from the Picklist for *Make, Model and Colour fields*

When you enter a Serial/VIN, HomeRun check the VIN to see if the number entered is a valid Serial Number. If the number is incorrectly entered, a message is displayed informing you of this and allowing you to change or re-enter the VIN.



This function also checks that the year entered matches the 10th position validity check. If the year is incorrectly entered, HomeRun will change the year automatically to match the correct year for the VIN.



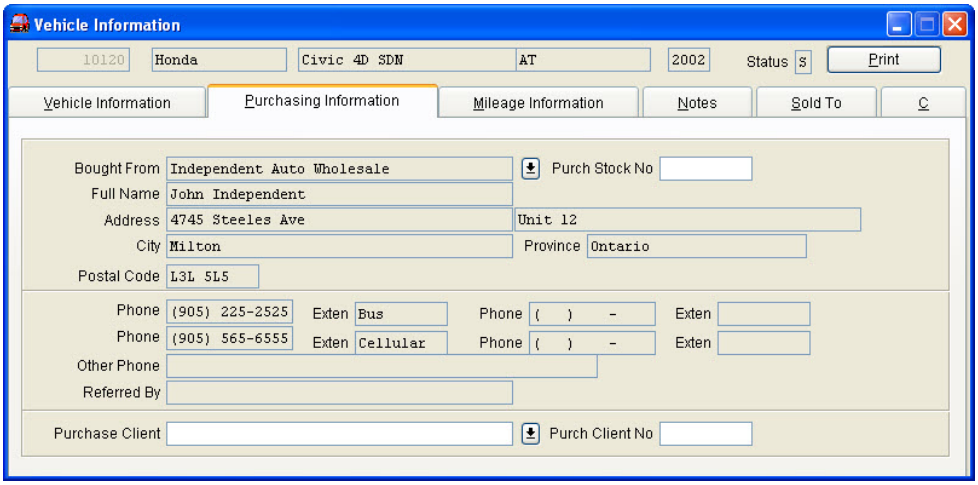
Status Field Menu Legend		
Legend	**Description**	**Purpose**
A	Available	Means that the particular vehicle is on the lot and available for sale.
P	Purchased	When a vehicle is added to the Inventory through the Wholesale Purchase form it is marked as with a “P”. In this way, you can go in to add the additional information and get the car ready for sale. Once available for sale, the Status field should be changed to “A”
R	Returned	This vehicle was added to Inventory but was returned to the Originating source.
S	Sold	This vehicle was sold Retail.
T	Trade-in	This vehicle was taken as a trade-in.
W	Wholesale	This Vehicle was sold Wholesale to another Dealer

You can add additional items to this list by selecting the Status Item from the support table menu item on the Data -> Lookup Tables -> Status from the main menu.

Purchasing Information

On this tab, you will have information on whom you acquired the Vehicle from. If you acquired this particular Vehicle as a trade-in, the vehicle will be added to the table from the Bill of Sale screen and will be marked with Status of “T”. The purchasing information will automatically be entered on this screen from the Bill of Sale form. If the Vehicle was purchased Wholesale and entered via the Bulk Purchase or Wholesale Buy Form, the information will be filled in automatically from the this form and that particular vehicle will be marked with a status of “P”.

Note: You should go in after receiving vehicles from trade or bulk/wholesale purchase and complete the selling price and change the status as Available.



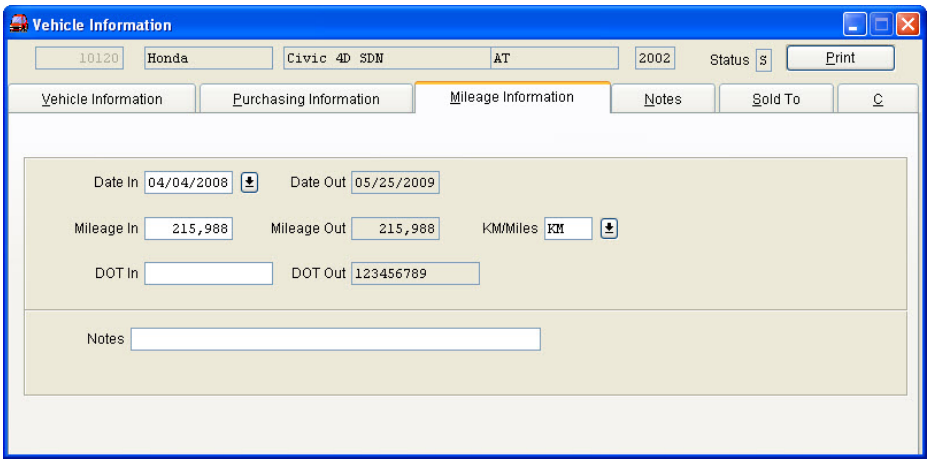
Note that the Bought From fields are "*Read Only*" on this form. The purpose of these fields being Read Only is that the information has to be picked from the Contact Table to ensure that the information in this table is always up to date. If the Bought From contact is not in the table, pressing "Add" will bring up the contact form which will allow you to add the contact to the table. If you notice after picking the Contact that the information is incorrect, press the F2 Picklist icon again and click "*Edit*" and correct and save the information in the contact form. Note: You may have to pick the contact again after returning to this form to refresh the information.

Mileage

This tab will show the Date the Vehicle was acquired. If the vehicle was purchase through the Wholesale Purchase module, the Date In, Miles and Cost will automatically be entered from the data captured in the Purchase module.

Once the vehicle has been sold (either through the Bill of Sale or Sell Wholesale module) the Date Out, Sold Price, Miles Out and DOT# out will be automatically filled in where appropriate.

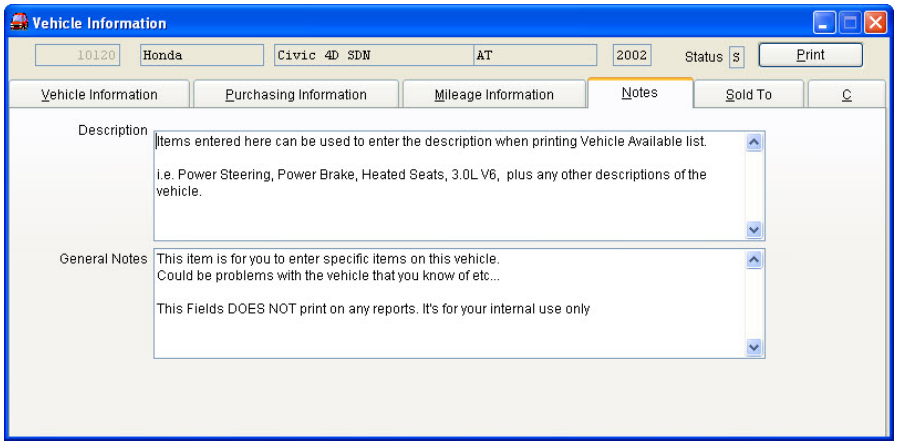
Miscellaneous notes about this Vehicle can be entered in the 2 Notes field.



Notes and Comments

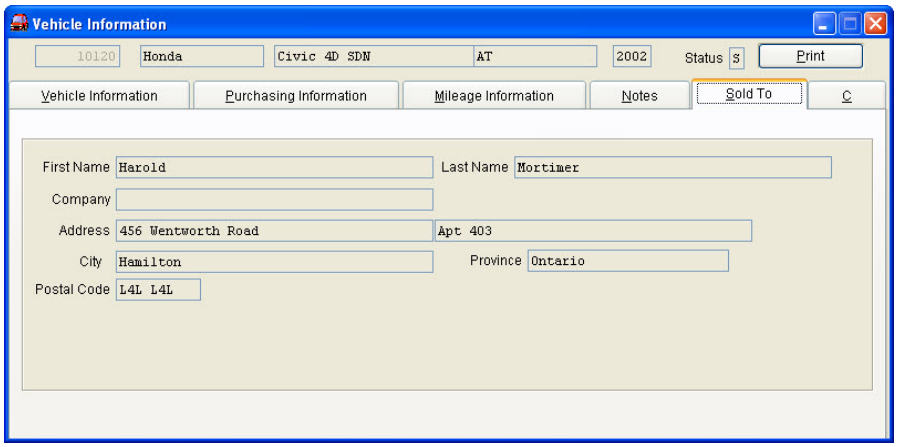
In this section you write out the Description that will be used in your Current Vehicle Listing.

The Memo field is a general memo field to put miscellaneous information about this vehicle that doesn't belong elsewhere.


Vehicle Information
10120
Honda
Civic 4D SDN
AT
2002
Status S
Print
Vehicle Information
Purchasing Information
Mileage Information
Notes
Sold To
C
Description
Items entered here can be used to enter the description when printing Vehicle Available list.
i.e. Power Steering, Power Brake, Heated Seats, 3.0L V6, plus any other descriptions of the vehicle.
General Notes
This item is for you to enter specific items on this vehicle.
Could be problems with the vehicle that you know of etc...
This Fields DOES NOT print on any reports. It's for your internal use only

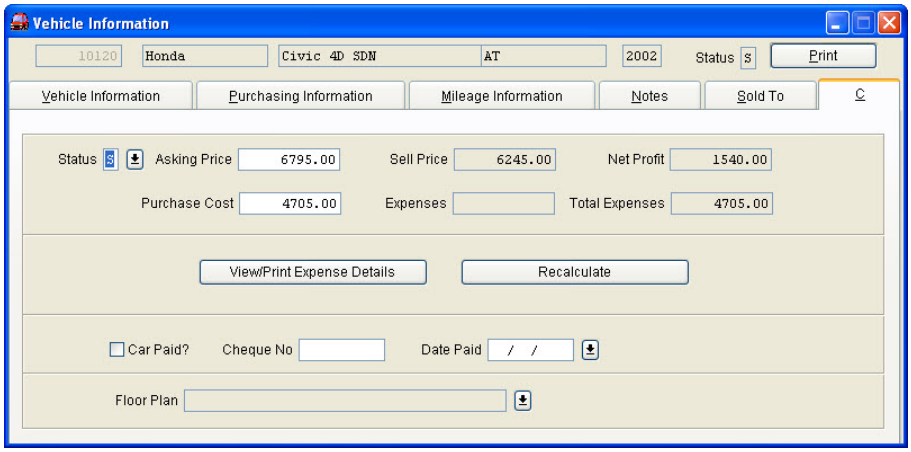
Sold To

This tab is to hold the Sold To information. It is filled in automatically when you update sold information when doing either a Wholesale or Retail Bill of Sale.



Costs

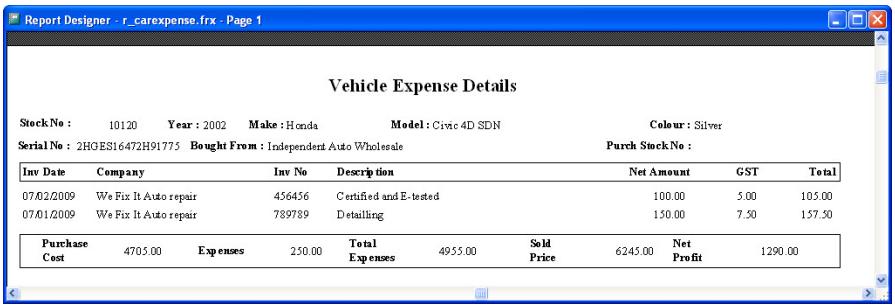
This tab holds all the pertinent costs and selling prices on this particular vehicle.



View Expense Details

At any time, you can view or print expense items that make up the repair or miscellaneous cost by clicking on the "*View/Print Expense Detail*".

You can print the total expense for this particular vehicle by clicking on the "*Print Expense*" Button

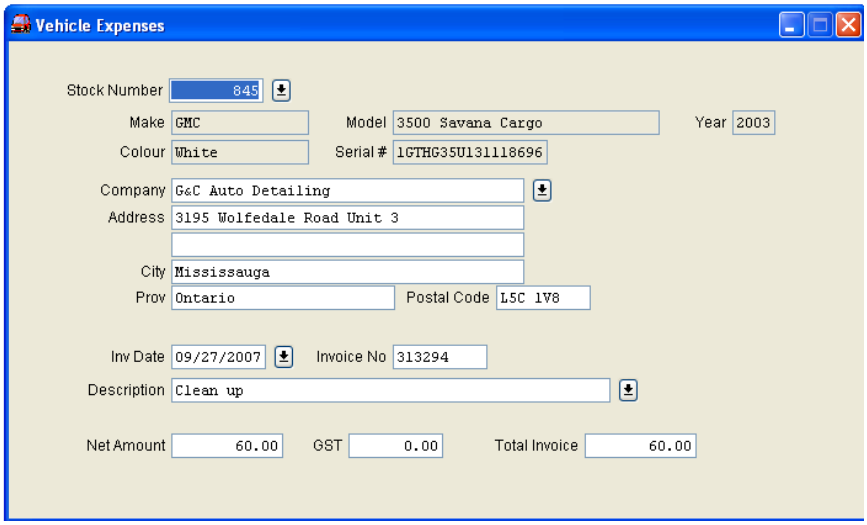

Report Designer - r_carexpense.frx - Page 1
Vehicle Expense Details
Stock No : 10120 Year : 2002 Make : Honda Model : Civic 4D SDN Colour : Silver
Serial No : 2HGES16472H91775 Bought From : Independent Auto Wholesale Purch Stock No :
Inv Date Company Inv No Description Net Amount GST Total
07/02/2009 We Fix It Auto repair 456456 Certified and E-tested 100.00 5.00 105.00
07/01/2009 We Fix It Auto repair 789789 Detailing 150.00 7.50 157.50
Purchase Cost 4705.00 Expenses 250.00 Total Expenses 4955.00 Sold Price 6245.00 Net Profit 1290.00

Recalculate Button

Pressing this button will recheck the costs and recalculate the totals on this tab.

Enter Repair Expense

This is where you will enter all expenses other than the acquisition cost. The Vehicle must already have been entered to enter expenses.



If you want to view or modify a particular expense for a vehicle, fill in the information on the Find form. To enter a new expense, click Cancel and click the *Add button* on the Button Bar.

Choose the Stock # from the F2 PickList. Once chosen, click *Save* and the *Make, Model and Year fields* will be filled in.

Choose the Company from the Company F2 Picklist Icon. After choosing the company, *click save* to fill in the balance of the company fields. If the Company is not entered in your Records or if some of the information entered is not correct, you can *Add* or *Edit* a company from the F2 Picklist screen.

Continue filling in the Date, Invoice # and enter a short description of the work covered by this invoice. You can use the F2 from the Description field to pick an item.

Enter the Invoice Amount less the GST in the first field. Enter the GST and Total amounts in the appropriate fields.

(You should note that for costing purposes, your invoice amount should include all labour, materials less GST.)

When you save each Vehicle Expense record, the particular vehicle's Expense totals is automatically recalculated and updated.

Bill of Sale – Retail

Bill of Sale

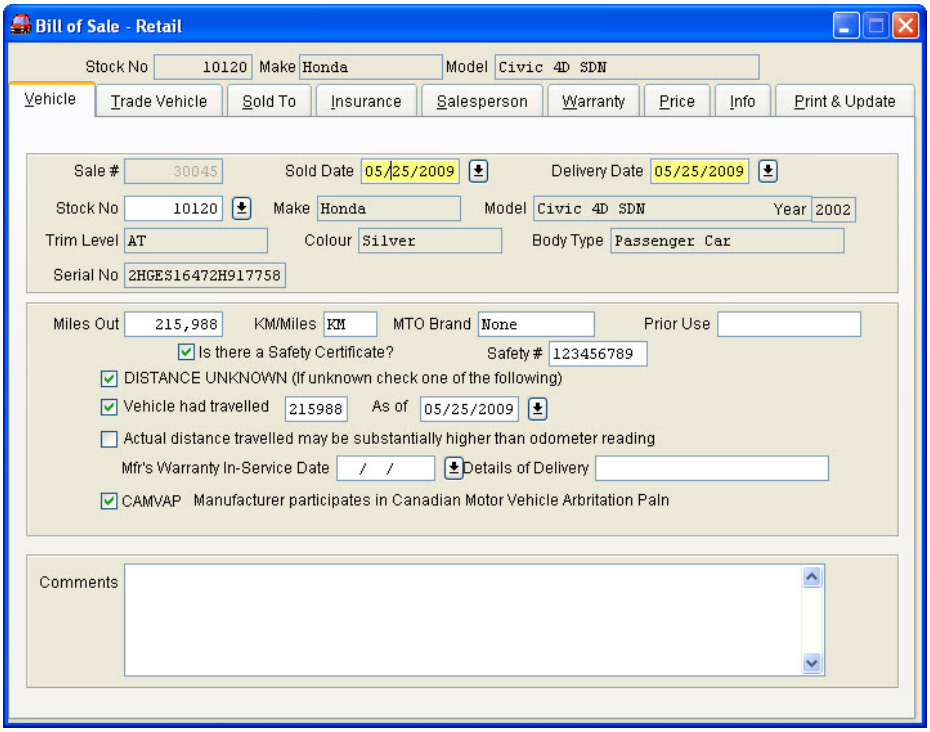
The Bill of Sale screen is comprised of 9 tabs each displaying related information. The process is as follows:

1. Fill out the first 7 pages in order. The 8th page displayes cost and profit information pertaining to this Bill of Sale and the 9th page displays the update buttons and the Bill of Sale printing..
2. Print the Bill of Sale for the Client to Sign.
3. Place the Bill of Sale in your printer again and Click the "*Print Condition Information*" button to print the Conditions on the back of the Bill of Sale.
4. After the deal has closed, Click the "*Update Car Status Information*" button to update the Car Info Table with the sold to information.
5. After the deal has closed, Click the "*Sold to Information*" button to update the information for this client in the Client Table.
6. If expenses have been added to this vehicle after the Bill of Sale screen is saved, update the information in the Car Info Table by clicking on the "*Update Cost Info After Sale Complete*" buttom on the *info tab.*

Vehicle

Choose a vehicle from the Stock # F2 PickList. Once chosen, the relevant information from the Car Info Table will be entered in the appropriate fields.

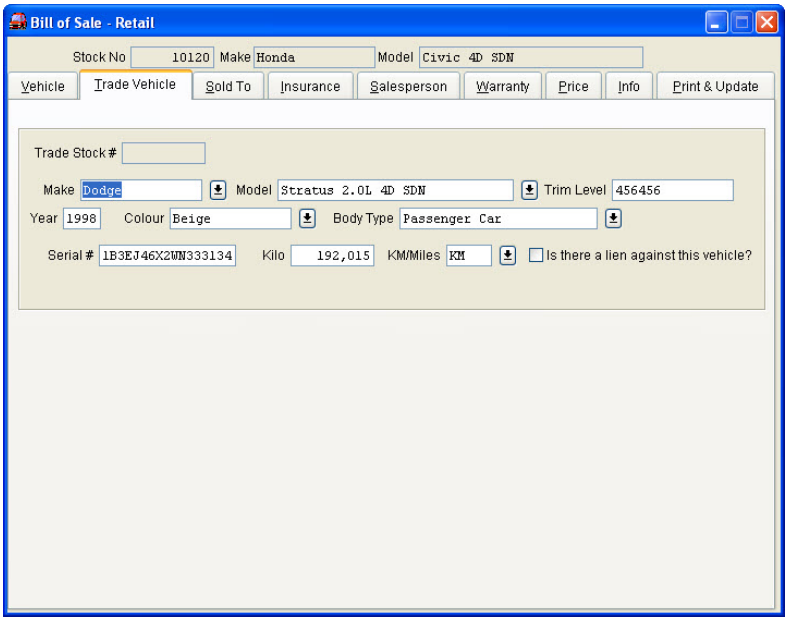
Enter the Sold and Delivery Dates, and current vehicle mileage. Choose KM or Miles from the KM PickList as appropriate. Check the Safety Cert and Emission Certificate checkboxes and enter the Safety Certificate Numbers. (can be entered later but must be filled in before the Bill of Sale is printed or it will have to be manually entered on the Bill of Sale.)


Bill of Sale - Retail
Stock No 10120 Make Honda Model Civic 4D SDN
Vehicle Trade Vehicle Sold To Insurance Salesperson Warranty Price Info Print & Update
Sale # 30045 Sold Date 05/25/2009 Delivery Date 05/25/2009
Stock No 10120 Make Honda Model Civic 4D SDN Year 2002
Trim Level AT Colour Silver Body Type Passenger Car
Serial No 2HGES16472H917758
Miles Out 215,988 KM/Miles KM MTO Brand None Prior Use
Is there a Safety Certificate? Safety # 123456789
DISTANCE UNKNOWN (If unknown check one of the following)
Vehicle had travelled 215988 As of 05/25/2009
Actual distance travelled may be substantially higher than odometer reading
Mfr's Warranty In-Service Date / / Details of Delivery
CAMVAP Manufacturer participates in Canadian Motor Vehicle Arbritation Paln
Comments

Note : If you wish a comment to print on the Bill of Sale, type whatever you wish printed in the Comment Field.

Trade-in Vehicle

Enter the Trade-in vehicle information on this tab including Owner information if the Owner of the Vehicle is different than the information entered in the *"Sold To"* Screen


Bill of Sale - Retail
Stock No 10120 Make Honda Model Civic 4D SDN
Vehicle Trade Vehicle Sold To Insurance Salesperson Warranty Price Info Print & Update
Trade Stock #
Make Dodge Model Stratus 2.0L 4D SDN Trim Level 456456
Year 1998 Colour Beige Body Type Passenger Car
Serial # 1B3EJ46X2WN333134 Kilo 192,015 KM/Miles KM Is there a lien against this vehicle?

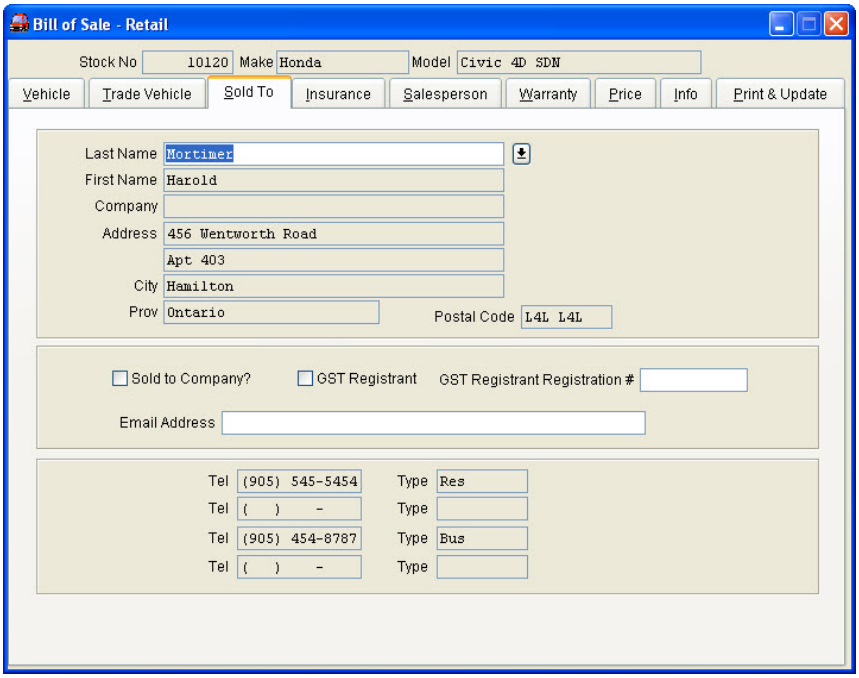
Sold To Information

Choose the Sold To information from the F2 PickList icon next to the *Person field*. If the person is not already in the Contact Information table, click the *Add button* to go the Contact Information entry screen. Fill in all the information on this Client including the Insurance Information. It is recommended that even if the Client is already in the Contact Information table, that you click the Edit Button and confirm with the Client that the Insurance information is entered and correct.

Save the record and exit the Contact Information screen. When you return, the main information will be entered on the*" Sold To"* screen. Save the record at this time.

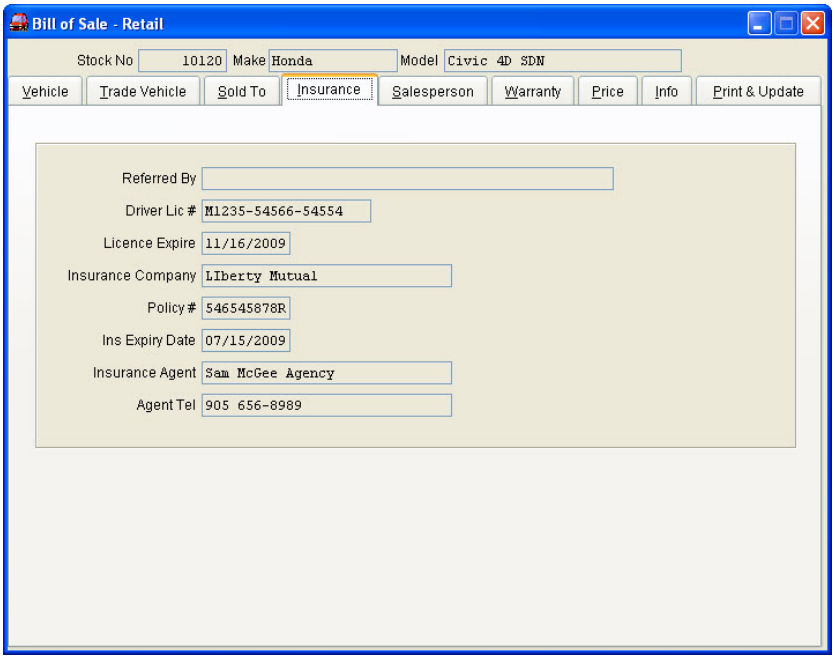
All the relevant information on the Client, including the Insurance information will automatically be entered on this form.

If the Purchaser is a Company rather than an Individual, Check the *"Sold to Company?"* checkbox. This way, the Company name will be printed on the Bill of Sale. Otherwise, the First and Last Name of the Purchaser will be printed.



Insurance

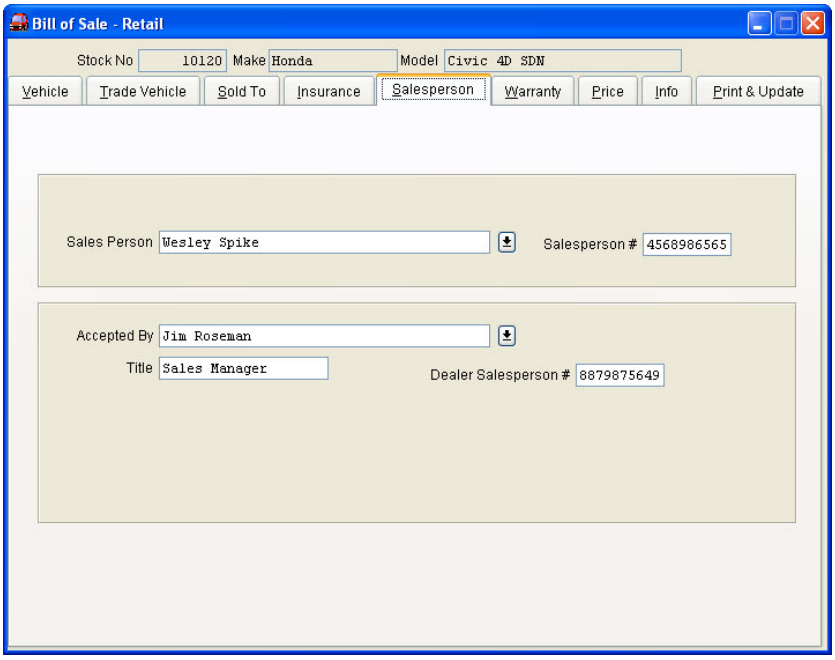
The information on this tab should already have been entered from the Client Information table. If not, return to the Sold To tab and rechose the contact again and enter the information in the insurance tab of the Contact form. Once you save the data and close the Contact form, the information will then be filled in here.


Bill of Sale - Retail
Stock No 10120 Make Honda Model Civic 4D SDN
Vehicle Trade Vehicle Sold To Insurance Salesperson Warranty Price Info Print & Update
Referred By
Driver Lic # M1235-54566-54554
Licence Expire 11/16/2009
Insurance Company LIberty Mutual
Policy # 546545878R
Ins Expiry Date 07/15/2009
Insurance Agent Sam McGee Agency
Agent Tel 905 656-8989

Salesperson

Choose the Salesperson Information from the F2 PickList. The Salesperson Registration number will be automatically filled in when you choose the Salesperson.

Then, Choose the *Accepted by* PickList to choose the person responsible for accepting the offer for the Dealership. The person's position and Registration number will automatically be filled in.


Bill of Sale - Retail
Stock No 10120 Make Honda Model Civic 4D SDN
Vehicle Trade Vehicle Sold To Insurance Salesperson Warranty Price Info Print & Update
Sales Person Wesley Spike
Salesperson # 4568986565
Accepted By Jim Roseman
Title Sales Manager
Dealer Salesperson # 8879875649

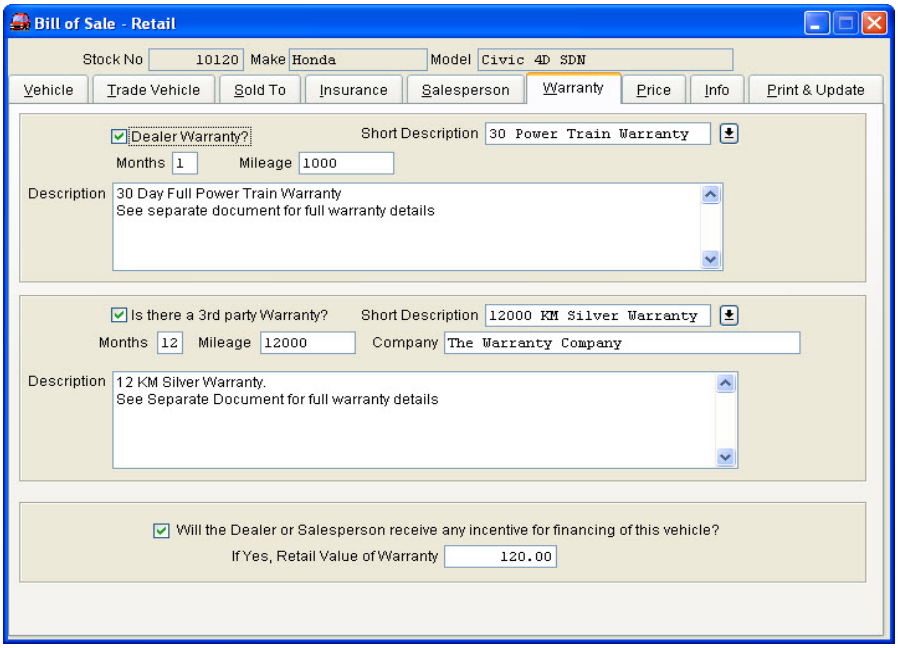
Warranty

There are 2 types of Warranty that a dealer can give, a Dealer Warranty and a 3rd Party Warranty. In both instances, there can be many different warranties that would be applicable for a sale depending on the year and type of vehicle etc… sold.

These Warranties should be entered in the Warranty Table. (*Data ->Lookup Tables->Warranty* menu item to administer these items.)

If there is a Dealer Warranty with this vehicle sale, check the *Dealer Warranty checkbox* and choose the F2 PickList tab next to months to choose a previously entered warranty detail. Modify the description if required to reflect the exact nature of the warranty given.

If there is a 3rd Party Warranty, check the checkbox and choose the previously entered warranty detail from the Company F2 PickList button.


Bill of Sale - Retail
Stock No 10120 Make Honda Model Civic 4D SDN
Vehicle Trade Vehicle Sold To Insurance Salesperson Warranty Price Info Print & Update
Dealer Warranty? Short Description 30 Power Train Warranty
Months 1 Mileage 1000
Description 30 Day Full Power Train Warranty
See separate document for full warranty details
Is there a 3rd party Warranty? Short Description 12000 KM Silver Warranty
Months 12 Mileage 12000 Company The Warranty Company
Description 12 KM Silver Warranty.
See Separate Document for full warranty details
Will the Dealer or Salesperson receive any incentive for financing of this vehicle?
If Yes, Retail Value of Warranty 120.00

Price

The Price will be automatically filled in with the Ask Price from the Car Info table when you choose the car in the Vehicle screen. Modify this price if required. Continue filling in the tabs in order.

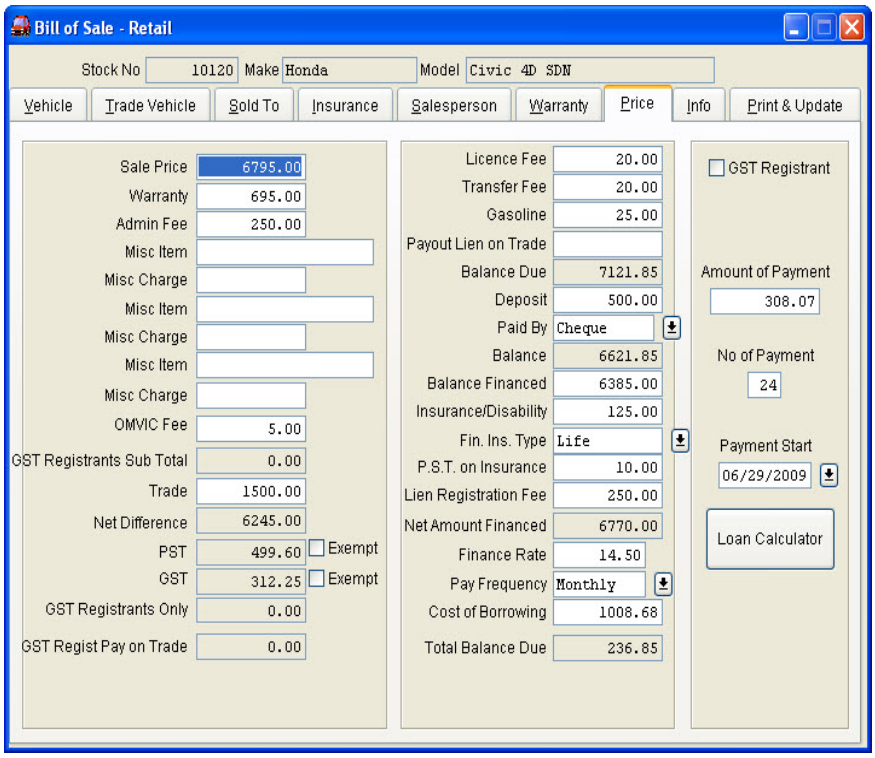
Provision has been made so that description and price for 3 miscellaneous items can be entered. The short description entered will be printed on the Bill of Sale.

The program automatically performs calculations. After filling in the items on the 1st column, click the Save button to update the calculations.

Continue filling in the information on the right side of the screen. After filling in the Deposit and Paid By fields, click the Save button again to update the calculations.

If the vehicle is to be financed, fill in the Financing information.

If you fill in the number of payment Payment Start Date , and the Finance Rate and click the "Calculate Loan Payment" button, it will fill in the Amount of Payment, and the Cost of Borrowing using the Net Amount Financed total.



After the information on this screen has been completed, Click the print button on page 9 (*Print and Update*) of the form to print this Vehicle Bill of Sale.

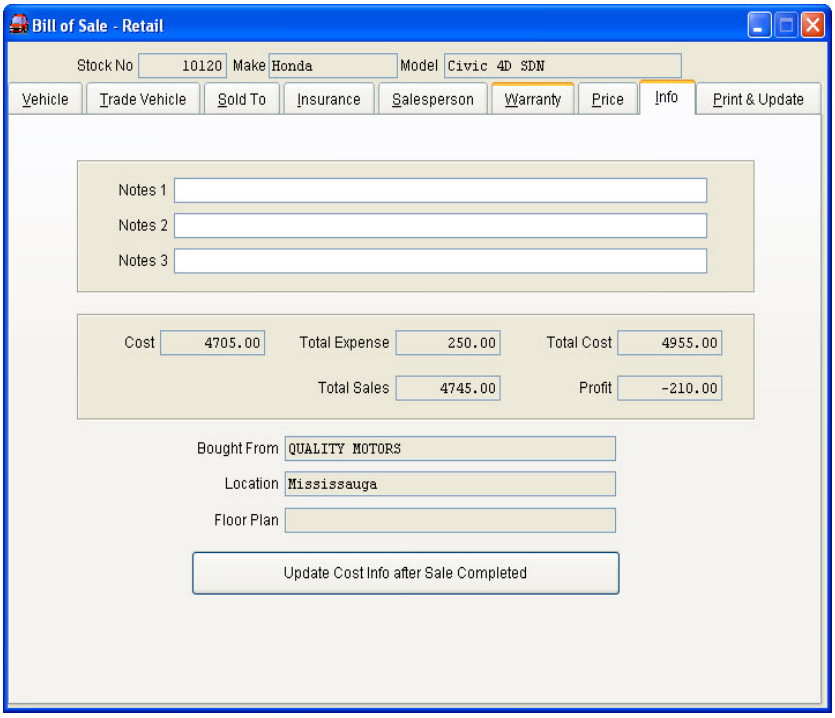
Info & Cost

You can make general notations on this particular sale in the Notes fields.

When you save the information on the price screen, the profit is automatically updated on this screen.

Note: Since Costing and Profit information is on this screen, do not click on this tab if the Client is in a position to see it. This screen is basically designed as a check to ensure that this particular sale is profitable.

Management can check this tab either during the sales process or before the deal is signed to ensure that this particular sale is profitable and what the gross profit amount after expenses is.

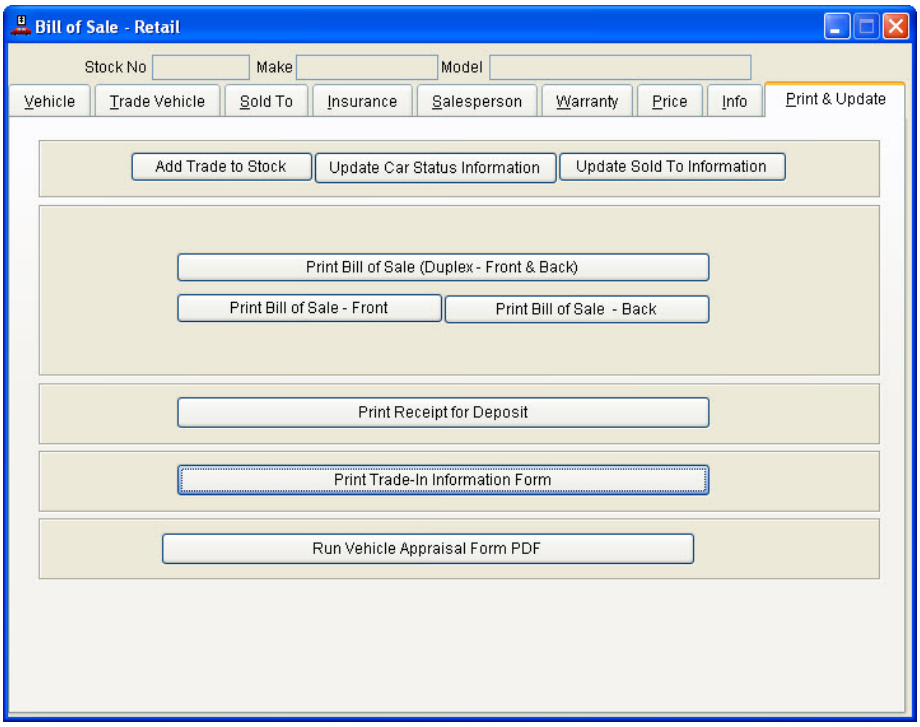


This graphic shows the last tab with a description of “Notes & Cost”. In the actual program, this tab is blank so that if anyone is looking over your shoulder while you are filling in a Bill of Sale, they will not know this tab exist. If you do not want someone to see the data on this sheet, do not click on the top tab.

Note : In order to be able to have data when printing the Sales Report from the “Report” menu item, you need to Click the Update Cost button.

The data for the report is taken from the Retail Bill of Sale Table.

Print & Update Bills of Sale



The top 3 horizontal buttons are to be used after the sale is completed,

1 *Add Trade to Stock* – This will add the trade vehicle to your inventory. The program will add the next vehicle stock number to the vehicle. So you can find the vehicle in the data file, the status will be marked as "T" for trade.

2 *Update Car Status Information* – This will mark the status for the Sold vehicle as sold in the vehicle table.

3 *Update Sold To Information* – This will add the information on the purchaser of the vehicle in the Sold vehicle record. The program will also update the sell price for this vehicle and recalculate the profit based on the information in the record.

The following 6 buttons are for the printing of the Retail Bill of Sale as well as other functions that are required for a sale.

1. *Print Bill of Sale(Duplex)* – With more duplex printers in the marketplace, it is now possible to print both front & back pages of a report in 1 pass. If you're printer supports duplex printing, this will make it easier to print.

2. *Print Bill of Sale – Front* – If you do not have duplex printer, you will have to print the front & back of the Bill of Sale individually.

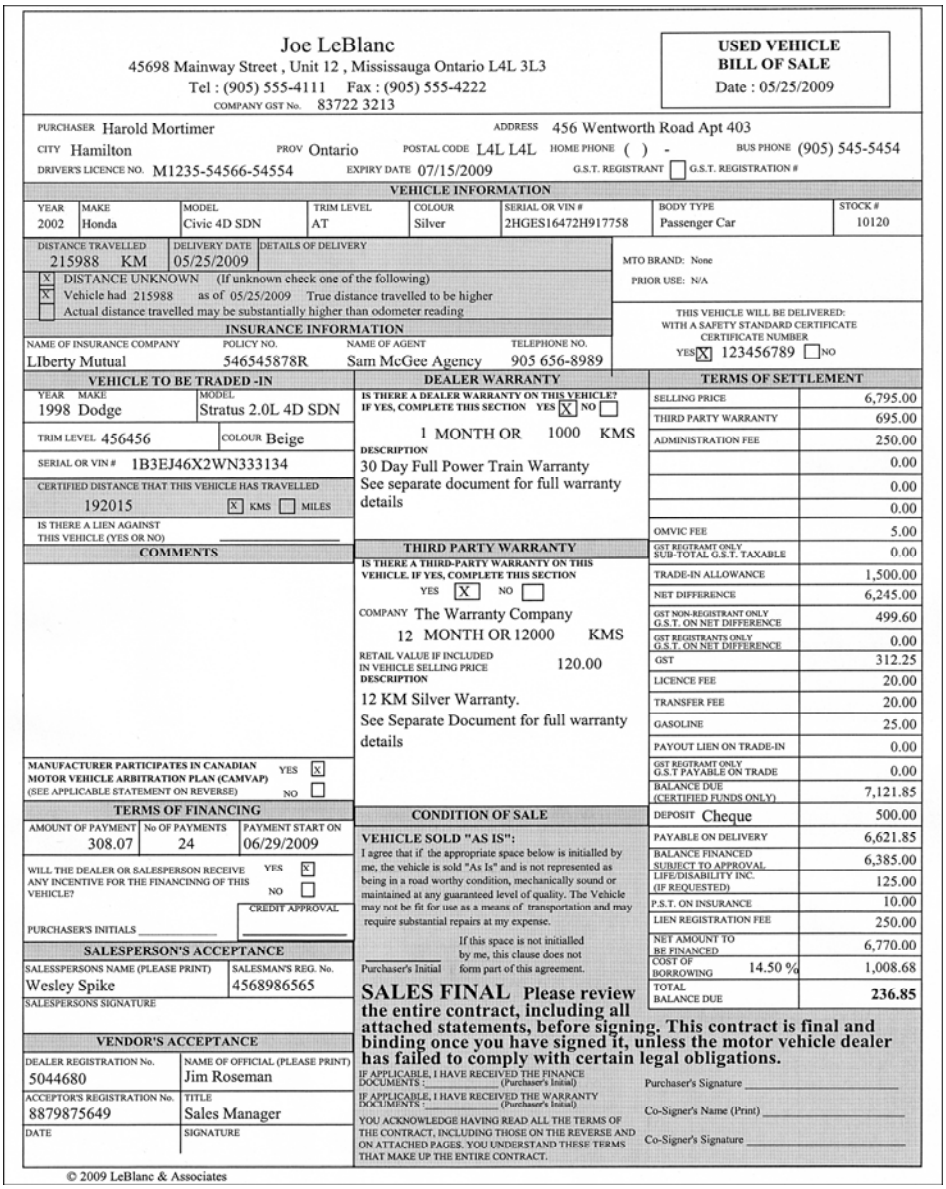
3. *Print Bill of Sale – Back* – After printing the front of the bill of sale, turn the paper around and print the back of the Bill of Sale.

4. *Print receipts for Deposit* - Some Purchasers ask for a separate receipt for their downpayment. At the request of some of our clients, we have included this option in the program.

5. *Print Trade-in Information Form* – The new Ontario regulations require a Purchaser to give the Dealer additional information on the trade vehicle. This form will fill in the Name & Address of the

Purchaser as well as the information on the Trade Vehicle as entered in the Retail Bill of Sale. There is a data section on the form that states that this information "Can only be filled in by the Purchaser of the Trade Vehicle" Have your Purchaser fill in an sign the information.

6. *Run Vehicle Appraisal form PDF* – This button opens the Ministry of Finance Appraisal form. You can then fill in the form on screen in a legible manner and print the form. This form cannot be saved. You can also access this same form from the Main Menu.



Joe LeBlanc
45698 Mainway Street , Unit 12 , Mississauga Ontario L4L 3L3
Tel : (905) 555-4111 Fax : (905) 555-4222
COMPANY GST No. 83722 3213

USED VEHICLE BILL OF SALE
Date : 05/25/2009

PURCHASER Harold Mortimer — ADDRESS 456 Wentworth Road Apt 403
CITY Hamilton — PROV Ontario — POSTAL CODE L4L L4L — HOME PHONE ( ) - — BUS PHONE (905) 545-5454
DRIVER'S LICENCE NO. M1235-54566-54554 — EXPIRY DATE 07/15/2009 — G.S.T. REGISTRANT ☐ — G.S.T. REGISTRATION #

VEHICLE INFORMATION

YEAR	MAKE	MODEL	TRIM LEVEL	COLOUR	SERIAL OR VIN #	BODY TYPE	STOCK #
2002	Honda	Civic 4D SDN	AT	Silver	2HGES16472H917758	Passenger Car	10120

DISTANCE TRAVELLED 215988 KM — DELIVERY DATE 05/25/2009 — DETAILS OF DELIVERY
MTO BRAND: None
PRIOR USE: N/A
☒ DISTANCE UNKNOWN (If unknown check one of the following)
☒ Vehicle had 215988 as of 05/25/2009 True distance travelled to be higher
☐ Actual distance travelled may be substantially higher than odometer reading

INSURANCE INFORMATION

NAME OF INSURANCE COMPANY	POLICY NO.	NAME OF AGENT	TELEPHONE NO.
LIberty Mutual	546545878R	Sam McGee Agency	905 656-8989

THIS VEHICLE WILL BE DELIVERED: WITH A SAFETY STANDARD CERTIFICATE
CERTIFICATE NUMBER
YES ☒ 123456789 ☐ NO

VEHICLE TO BE TRADED -IN
YEAR 1998 — MAKE Dodge — MODEL Stratus 2.0L 4D SDN
TRIM LEVEL 456456 — COLOUR Beige
SERIAL OR VIN # 1B3EJ46X2WN333134
CERTIFIED DISTANCE THAT THIS VEHICLE HAS TRAVELLED 192015 ☒ KMS ☐ MILES
IS THERE A LIEN AGAINST THIS VEHICLE (YES OR NO) _____

COMMENTS

MANUFACTURER PARTICIPATES IN CANADIAN MOTOR VEHICLE ARBITRATION PLAN (CAMVAP) (SEE APPLICABLE STATEMENT ON REVERSE) YES ☒ NO ☐

TERMS OF FINANCING

AMOUNT OF PAYMENT	No OF PAYMENTS	PAYMENT START ON
308.07	24	06/29/2009

WILL THE DEALER OR SALESPERSON RECEIVE ANY INCENTIVE FOR THE FINANCINNG OF THIS VEHICLE? YES ☒ NO ☐
CREDIT APPROVAL
PURCHASER'S INITIALS _____

SALESPERSON'S ACCEPTANCE

SALESPERSONS NAME (PLEASE PRINT)	SALESMAN'S REG. No.
Wesley Spike	4568986565

SALESPERSONS SIGNATURE

VENDOR'S ACCEPTANCE

DEALER REGISTRATION No.	NAME OF OFFICIAL (PLEASE PRINT)
5044680	Jim Roseman
ACCEPTOR'S REGISTRATION No. 8879875649	TITLE Sales Manager
DATE	SIGNATURE

DEALER WARRANTY
IS THERE A DEALER WARRANTY ON THIS VEHICLE? IF YES, COMPLETE THIS SECTION YES ☒ NO ☐
1 MONTH OR 1000 KMS
DESCRIPTION
30 Day Full Power Train Warranty
See separate document for full warranty details

THIRD PARTY WARRANTY
IS THERE A THIRD-PARTY WARRANTY ON THIS VEHICLE. IF YES, COMPLETE THIS SECTION
YES ☒ NO ☐
COMPANY The Warranty Company
12 MONTH OR 12000 KMS
RETAIL VALUE IF INCLUDED IN VEHICLE SELLING PRICE 120.00
DESCRIPTION
12 KM Silver Warranty.
See Separate Document for full warranty details

CONDITION OF SALE
VEHICLE SOLD "AS IS":
I agree that if the appropriate space below is initialled by me, the vehicle is sold "As Is" and is not represented as being in a road worthy condition, mechanically sound or maintained at any guaranteed level of quality. The Vehicle may not be fit for use as a means of transportation and may require substantial repairs at my expense.
_____ If this space is not initialled by me, this clause does not form part of this agreement.
Purchaser's Initial

SALES FINAL Please review the entire contract, including all attached statements, before signing. This contract is final and binding once you have signed it, unless the motor vehicle dealer has failed to comply with certain legal obligations.

IF APPLICABLE, I HAVE RECEIVED THE FINANCE DOCUMENTS : _____ (Purchaser's Initial)
IF APPLICABLE, I HAVE RECEIVED THE WARRANTY DOCUMENTS : _____ (Purchaser's Initial)
YOU ACKNOWLEDGE HAVING READ ALL THE TERMS OF THE CONTRACT, INCLUDING THOSE ON THE REVERSE AND ON ATTACHED PAGES. YOU UNDERSTAND THESE TERMS THAT MAKE UP THE ENTIRE CONTRACT.

Purchaser's Signature _____
Co-Signer's Name (Print) _____
Co-Signer's Signature _____

TERMS OF SETTLEMENT

SELLING PRICE	6,795.00
THIRD PARTY WARRANTY	695.00
ADMINISTRATION FEE	250.00
	0.00
	0.00
	0.00
OMVIC FEE	5.00
GST REGTRAMT ONLY SUB-TOTAL G.S.T. TAXABLE	0.00
TRADE-IN ALLOWANCE	1,500.00
NET DIFFERENCE	6,245.00
GST NON-REGISTRANT ONLY G.S.T. ON NET DIFFERENCE	499.60
GST REGISTRANTS ONLY G.S.T. ON NET DIFFERENCE	0.00
GST	312.25
LICENCE FEE	20.00
TRANSFER FEE	20.00
GASOLINE	25.00
PAYOUT LIEN ON TRADE-IN	0.00
GST REGTRAMT ONLY G.S.T PAYABLE ON TRADE	0.00
BALANCE DUE (CERTIFIED FUNDS ONLY)	7,121.85
DEPOSIT Cheque	500.00
PAYABLE ON DELIVERY	6,621.85
BALANCE FINANCED SUBJECT TO APPROVAL	6,385.00
LIFE/DISABILITY INC. (IF REQUESTED)	125.00
P.S.T. ON INSURANCE	10.00
LIEN REGISTRATION FEE	250.00
NET AMOUNT TO BE FINANCED	6,770.00
COST OF BORROWING 14.50 %	1,008.68
TOTAL BALANCE DUE	**236.85**

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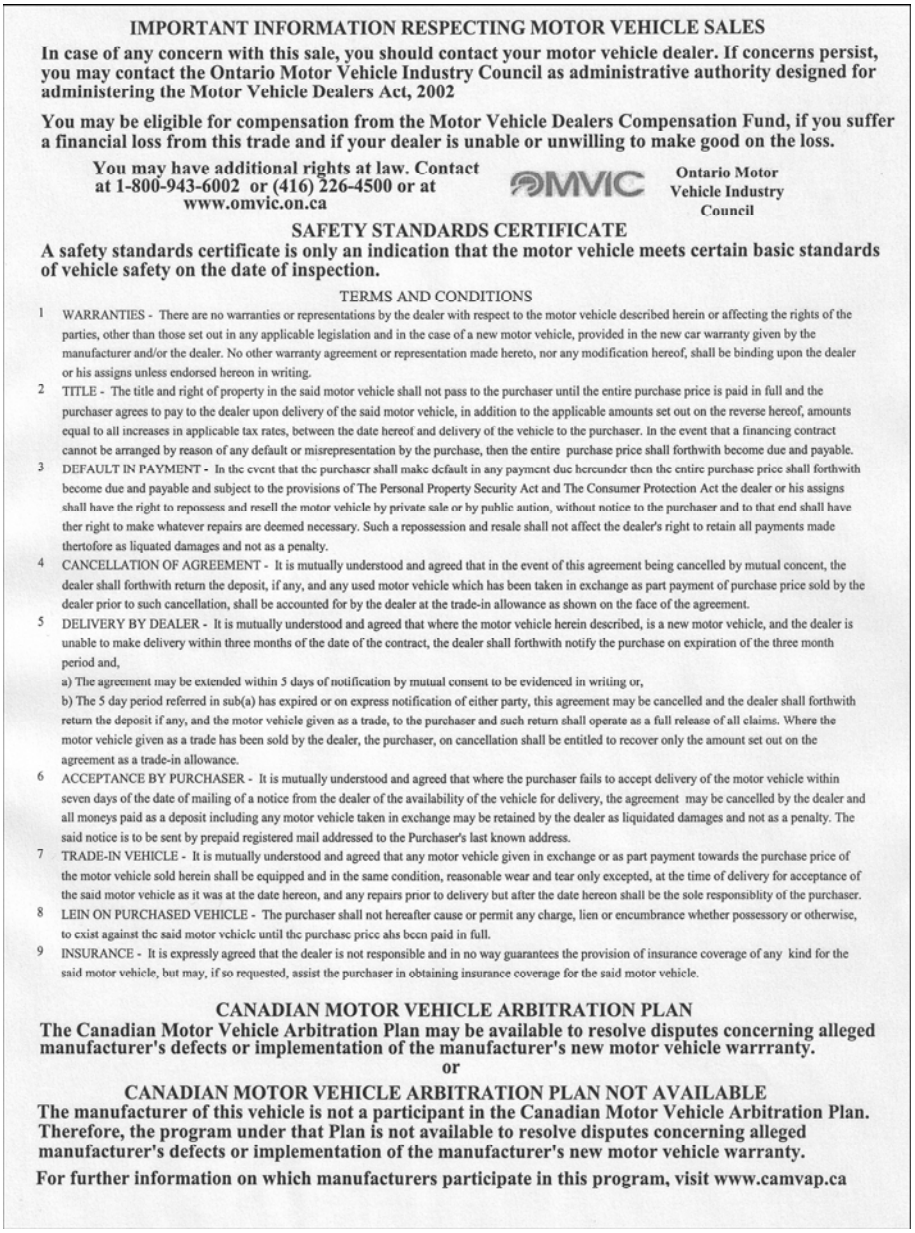
Retail Bill of Sale – Front Page



IMPORTANT INFORMATION RESPECTING MOTOR VEHICLE SALES

In case of any concern with this sale, you should contact your motor vehicle dealer. If concerns persist, you may contact the Ontario Motor Vehicle Industry Council as administrative authority designed for administering the Motor Vehicle Dealers Act, 2002

You may be eligible for compensation from the Motor Vehicle Dealers Compensation Fund, if you suffer a financial loss from this trade and if your dealer is unable or unwilling to make good on the loss.

You may have additional rights at law. Contact at 1-800-943-6002 or (416) 226-4500 or at www.omvic.on.ca

OMVIC **Ontario Motor Vehicle Industry Council**

SAFETY STANDARDS CERTIFICATE

A safety standards certificate is only an indication that the motor vehicle meets certain basic standards of vehicle safety on the date of inspection.

TERMS AND CONDITIONS

1 WARRANTIES - There are no warranties or representations by the dealer with respect to the motor vehicle described herein or affecting the rights of the parties, other than those set out in any applicable legislation and in the case of a new motor vehicle, provided in the new car warranty given by the manufacturer and/or the dealer. No other warranty agreement or representation made hereto, nor any modification hereof, shall be binding upon the dealer or his assigns unless endorsed hereon in writing.

2 TITLE - The title and right of property in the said motor vehicle shall not pass to the purchaser until the entire purchase price is paid in full and the purchaser agrees to pay to the dealer upon delivery of the said motor vehicle, in addition to the applicable amounts set out on the reverse hereof, amounts equal to all increases in applicable tax rates, between the date hereof and delivery of the vehicle to the purchaser. In the event that a financing contract cannot be arranged by reason of any default or misrepresentation by the purchase, then the entire purchase price shall forthwith become due and payable.

3 DEFAULT IN PAYMENT - In the event that the purchaser shall make default in any payment due hereunder then the entire purchase price shall forthwith become due and payable and subject to the provisions of The Personal Property Security Act and The Consumer Protection Act the dealer or his assigns shall have the right to repossess and resell the motor vehicle by private sale or by public aution, without notice to the purchaser and to that end shall have ther right to make whatever repairs are deemed necessary. Such a repossession and resale shall not affect the dealer's right to retain all payments made thertofore as liquated damages and not as a penalty.

4 CANCELLATION OF AGREEMENT - It is mutually understood and agreed that in the event of this agreement being cancelled by mutual concent, the dealer shall forthwith return the deposit, if any, and any used motor vehicle which has been taken in exchange as part payment of purchase price sold by the dealer prior to such cancellation, shall be accounted for by the dealer at the trade-in allowance as shown on the face of the agreement.

5 DELIVERY BY DEALER - It is mutually understood and agreed that where the motor vehicle herein described, is a new motor vehicle, and the dealer is unable to make delivery within three months of the date of the contract, the dealer shall forthwith notify the purchase on expiration of the three month period and,

a) The agreement may be extended within 5 days of notification by mutual consent to be evidenced in writing or,

b) The 5 day period referred in sub(a) has expired or on express notification of either party, this agreement may be cancelled and the dealer shall forthwith return the deposit if any, and the motor vehicle given as a trade, to the purchaser and such return shall operate as a full release of all claims. Where the motor vehicle given as a trade has been sold by the dealer, the purchaser, on cancellation shall be entitled to recover only the amount set out on the agreement as a trade-in allowance.

6 ACCEPTANCE BY PURCHASER - It is mutually understood and agreed that where the purchaser fails to accept delivery of the motor vehicle within seven days of the date of mailing of a notice from the dealer of the availability of the vehicle for delivery, the agreement may be cancelled by the dealer and all moneys paid as a deposit including any motor vehicle taken in exchange may be retained by the dealer as liquidated damages and not as a penalty. The said notice is to be sent by prepaid registered mail addressed to the Purchaser's last known address.

7 TRADE-IN VEHICLE - It is mutually understood and agreed that any motor vehicle given in exchange or as part payment towards the purchase price of the motor vehicle sold herein shall be equipped and in the same condition, reasonable wear and tear only excepted, at the time of delivery for acceptance of the said motor vehicle as it was at the date hereon, and any repairs prior to delivery but after the date hereon shall be the sole responsiblity of the purchaser.

8 LEIN ON PURCHASED VEHICLE - The purchaser shall not hereafter cause or permit any charge, lien or encumbrance whether possessory or otherwise, to exist against the said motor vehicle until the purchase price ahs been paid in full.

9 INSURANCE - It is expressly agreed that the dealer is not responsible and in no way guarantees the provision of insurance coverage of any kind for the said motor vehicle, but may, if so requested, assist the purchaser in obtaining insurance coverage for the said motor vehicle.

CANADIAN MOTOR VEHICLE ARBITRATION PLAN

The Canadian Motor Vehicle Arbitration Plan may be available to resolve disputes concerning alleged manufacturer's defects or implementation of the manufacturer's new motor vehicle warrranty.

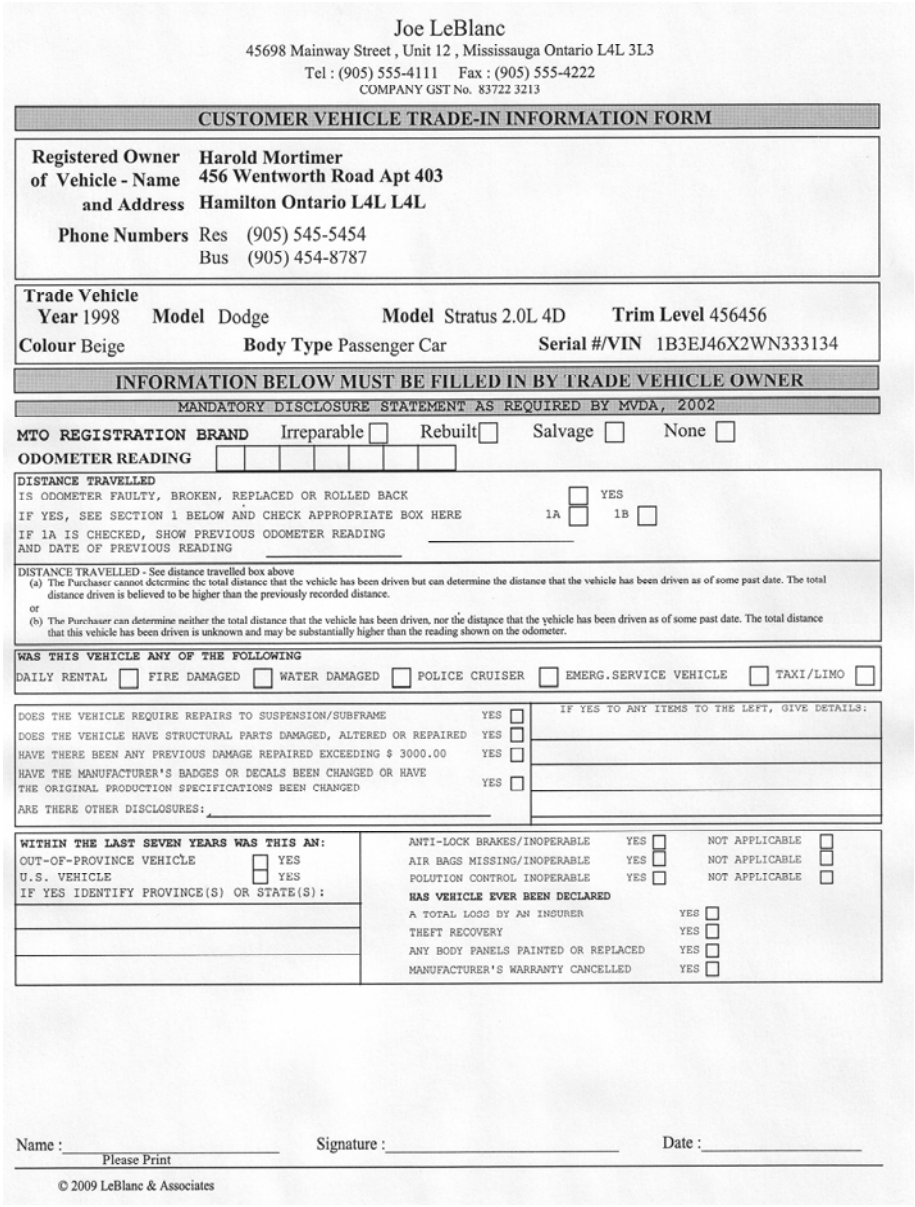
or

CANADIAN MOTOR VEHICLE ARBITRATION PLAN NOT AVAILABLE

The manufacturer of this vehicle is not a participant in the Canadian Motor Vehicle Arbitration Plan. Therefore, the program under that Plan is not available to resolve disputes concerning alleged manufacturer's defects or implementation of the manufacturer's new motor vehicle warranty.

For further information on which manufacturers participate in this program, visit www.camvap.ca

Retail Bill of Sale – Back Page



Joe LeBlanc
45698 Mainway Street , Unit 12 , Mississauga Ontario L4L 3L3
Tel : (905) 555-4111 Fax : (905) 555-4222
COMPANY GST No. 83722 3213

CUSTOMER VEHICLE TRADE-IN INFORMATION FORM

Registered Owner of Vehicle - Name and Address Harold Mortimer
456 Wentworth Road Apt 403
Hamilton Ontario L4L L4L

Phone Numbers Res (905) 545-5454
Bus (905) 454-8787

Trade Vehicle
Year 1998 **Model** Dodge **Model** Stratus 2.0L 4D **Trim Level** 456456
Colour Beige **Body Type** Passenger Car **Serial #/VIN** 1B3EJ46X2WN333134

INFORMATION BELOW MUST BE FILLED IN BY TRADE VEHICLE OWNER

MANDATORY DISCLOSURE STATEMENT AS REQUIRED BY MVDA, 2002

MTO REGISTRATION BRAND Irreparable ☐ Rebuilt ☐ Salvage ☐ None ☐

ODOMETER READING ☐☐☐☐☐☐☐

DISTANCE TRAVELLED
IS ODOMETER FAULTY, BROKEN, REPLACED OR ROLLED BACK ☐ YES
IF YES, SEE SECTION 1 BELOW AND CHECK APPROPRIATE BOX HERE 1A ☐ 1B ☐
IF 1A IS CHECKED, SHOW PREVIOUS ODOMETER READING _____
AND DATE OF PREVIOUS READING _____

DISTANCE TRAVELLED - See distance travelled box above
(a) The Purchaser cannot determine the total distance that the vehicle has been driven but can determine the distance that the vehicle has been driven as of some past date. The total distance driven is believed to be higher than the previously recorded distance.
or
(b) The Purchaser can determine neither the total distance that the vehicle has been driven, nor the distance that the vehicle has been driven as of some past date. The total distance that this vehicle has been driven is unknown and may be substantially higher than the reading shown on the odometer.

WAS THIS VEHICLE ANY OF THE FOLLOWING
DAILY RENTAL ☐ FIRE DAMAGED ☐ WATER DAMAGED ☐ POLICE CRUISER ☐ EMERG.SERVICE VEHICLE ☐ TAXI/LIMO ☐

DOES THE VEHICLE REQUIRE REPAIRS TO SUSPENSION/SUBFRAME YES ☐
DOES THE VEHICLE HAVE STRUCTURAL PARTS DAMAGED, ALTERED OR REPAIRED YES ☐
HAVE THERE BEEN ANY PREVIOUS DAMAGE REPAIRED EXCEEDING $ 3000.00 YES ☐
HAVE THE MANUFACTURER'S BADGES OR DECALS BEEN CHANGED OR HAVE THE ORIGINAL PRODUCTION SPECIFICATIONS BEEN CHANGED YES ☐
ARE THERE OTHER DISCLOSURES: _____

IF YES TO ANY ITEMS TO THE LEFT, GIVE DETAILS:

WITHIN THE LAST SEVEN YEARS WAS THIS AN:
OUT-OF-PROVINCE VEHICLE ☐ YES
U.S. VEHICLE ☐ YES
IF YES IDENTIFY PROVINCE(S) OR STATE(S):

ANTI-LOCK BRAKES/INOPERABLE YES ☐ NOT APPLICABLE ☐
AIR BAGS MISSING/INOPERABLE YES ☐ NOT APPLICABLE ☐
POLUTION CONTROL INOPERABLE YES ☐ NOT APPLICABLE ☐

HAS VEHICLE EVER BEEN DECLARED
A TOTAL LOSS BY AN INSURER YES ☐
THEFT RECOVERY YES ☐
ANY BODY PANELS PAINTED OR REPLACED YES ☐
MANUFACTURER'S WARRANTY CANCELLED YES ☐

Name : _____ Signature : _____ Date : _____
Please Print

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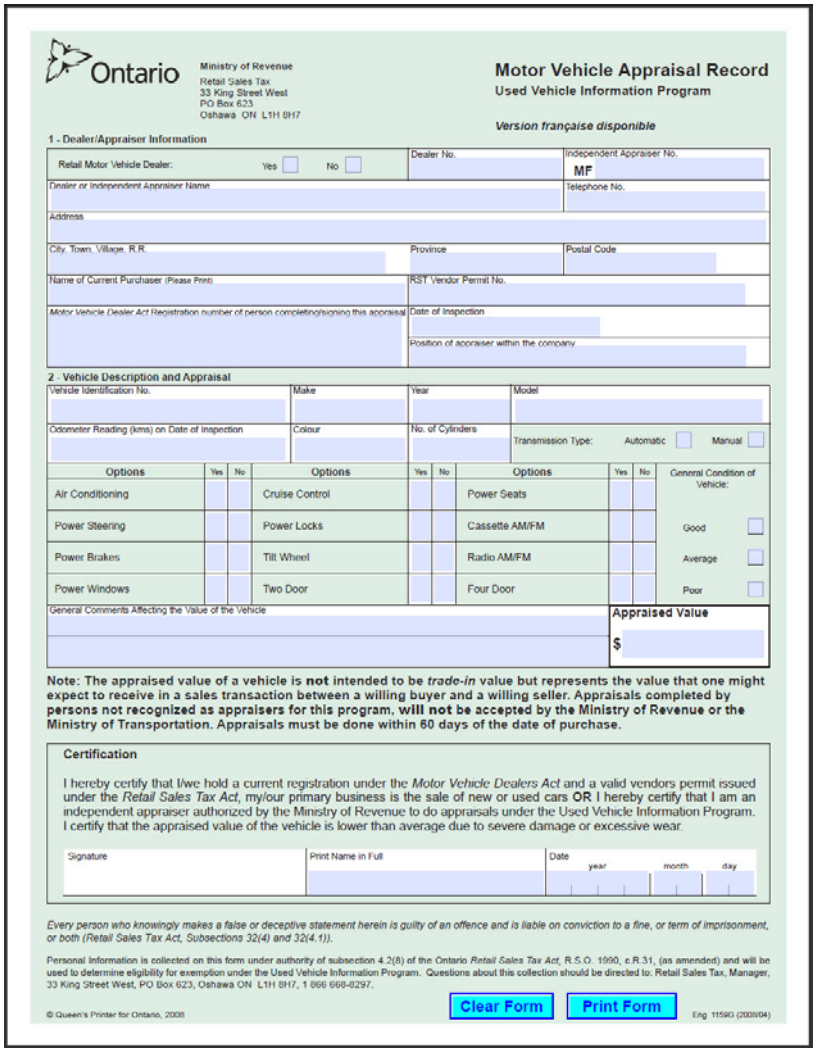
Trade-In Information Form

Vehicle Appraisal Form

Many Dealers or Appraisers perform Vehicle Appraisals for Estate, Insurance or for Historical Vehicles.

For the purpose of this program, we include with HomeRun a PDF of the Ministry of Revenue Motor Vehicle Appraisal Form.

This form is a self filling form which can be printed on your printer.



Ontario

Ministry of Revenue
Retail Sales Tax
33 King Street West
PO Box 623
Oshawa ON L1H 8H7

Motor Vehicle Appraisal Record
Used Vehicle Information Program

Version française disponible

1 - Dealer/Appraiser Information

Retail Motor Vehicle Dealer: Yes ☐ No ☐ | Dealer No. | Independent Appraiser No. MF

Dealer or Independent Appraiser Name | Telephone No.

Address

City, Town, Village, R.R. | Province | Postal Code

Name of Current Purchaser (Please Print) | RST Vendor Permit No.

Motor Vehicle Dealer Act Registration number of person completing/signing this appraisal | Date of Inspection | Position of appraiser within the company

2 - Vehicle Description and Appraisal

Vehicle Identification No. | Make | Year | Model

Odometer Reading (kms) on Date of Inspection | Colour | No. of Cylinders | Transmission Type: Automatic ☐ Manual ☐

Options	Yes	No	Options	Yes	No	Options	Yes	No	General Condition of Vehicle:
Air Conditioning			Cruise Control			Power Seats			
Power Steering			Power Locks			Cassette AM/FM			Good ☐
Power Brakes			Tilt Wheel			Radio AM/FM			Average ☐
Power Windows			Two Door			Four Door			Poor ☐

General Comments Affecting the Value of the Vehicle | **Appraised Value** $

Note: The appraised value of a vehicle is not intended to be *trade-in* value but represents the value that one might expect to receive in a sales transaction between a willing buyer and a willing seller. Appraisals completed by persons not recognized as appraisers for this program, will not be accepted by the Ministry of Revenue or the Ministry of Transportation. Appraisals must be done within 60 days of the date of purchase.

Certification

I hereby certify that I/we hold a current registration under the *Motor Vehicle Dealers Act* and a valid vendors permit issued under the *Retail Sales Tax Act*, my/our primary business is the sale of new or used cars **OR** I hereby certify that I am an independent appraiser authorized by the Ministry of Revenue to do appraisals under the Used Vehicle Information Program. I certify that the appraised value of the vehicle is lower than average due to severe damage or excessive wear.

Signature | Print Name in Full | Date (year / month / day)

Every person who knowingly makes a false or deceptive statement herein is guilty of an offence and is liable on conviction to a fine, or term of imprisonment, or both (Retail Sales Tax Act, Subsections 32(4) and 32(4.1)).

Personal information is collected on this form under authority of subsection 4.2(8) of the Ontario *Retail Sales Tax Act*, R.S.O. 1990, c.R.31, (as amended) and will be used to determine eligibility for exemption under the Used Vehicle Information Program. Questions about this collection should be directed to: Retail Sales Tax, Manager, 33 King Street West, PO Box 623, Oshawa ON L1H 8H7, 1 866 668-8297.

© Queen's Printer for Ontario, 2008 | Clear Form | Print Form | Eng. 1159G (2008/04)

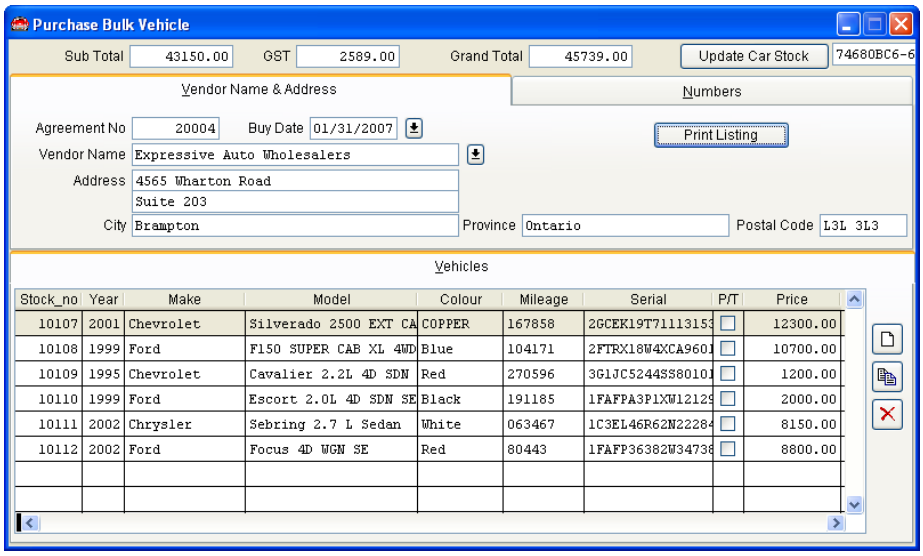
behalf of the dealership can then access the form already filled out, add their comments and the trade value.

Purchase Bulk Vehicles

Whether you buy your vehicles individually or in bulk, this section will allow you to enter the car information and print a list of the vehicles purchased.

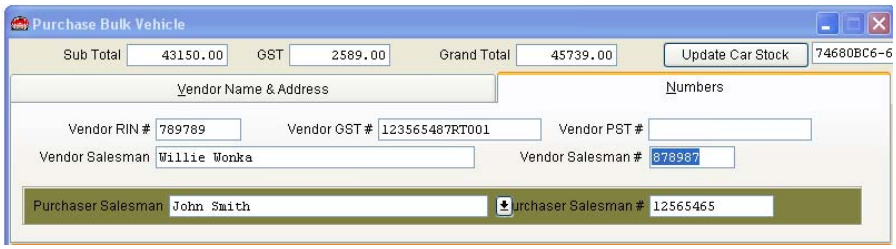
For entering new purchases, the steps are as follows,

1. Choose the Vendor from the F2 PickList next to Vendor Name.
2. Verify the Vendor Licence and other information from the Number Tab.
3. Enter the Purchasing Salesperson information.
4. Enter the vehicles in the Cars Purchased grid. Note that you do not assign the Stock number at this time.
5. Click the *Update Car Stock* button on the top right corner of the screen.
6. Print the List.


Purchase Bulk Vehicle
Sub Total 43150.00 GST 2589.00 Grand Total 45739.00 Update Car Stock 74680BC6-6
Vendor Name & Address
Numbers
Agreement No 20004 Buy Date 01/31/2007
Print Listing
Vendor Name Expressive Auto Wholesalers
Address 4565 Wharton Road
Suite 203
City Brampton Province Ontario Postal Code L3L 3L3
Vehicles
Stock_no Year Make Model Colour Mileage Serial P/T Price
10107 2001 Chevrolet Silverado 2500 EXT CA COPPER 167858 2GCEK19T71113153 12300.00
10108 1999 Ford F150 SUPER CAB XL 4WD Blue 104171 2FTRX18W4XCA9601 10700.00
10109 1995 Chevrolet Cavalier 2.2L 4D SDN Red 270596 3G1JC5244SS80101 1200.00
10110 1999 Ford Escort 2.0L 4D SDN SE Black 191185 1FAFPA3P1XW12125 2000.00
10111 2002 Chrysler Sebring 2.7 L Sedan White 063467 1C3EL46R62N22284 8150.00
10112 2002 Ford Focus 4D WGN SE Red 80443 1FAFP36382W34736 8800.00

Check the information is correct. If there is no information shown, go back to Vendor Address tab and choose the Vendor PickList Icon and click the Edit button. This will put you in the Contact Form. Ensure that the information is entered correctly for this Vendor. Save and Close the Client Form and return to the Agreement. Save the information again. The information will be transferred to this form.

Choose Purchaser Salesperson from the Purchaser Salesperson PickList Icon.


Purchase Bulk Vehicle
Sub Total 43150.00 GST 2589.00 Grand Total 45739.00 Update Car Stock 74680BC6-6
Vendor Name & Address
Numbers
Vendor RIN # 789789 Vendor GST # 123565487RT001 Vendor PST #
Vendor Salesman Willie Wonka Vendor Salesman # 878987
Purchaser Salesman John Smith Purchaser Salesman # 12565465

Enter the information on the Cars Purchased. You can put in as many vehicles in the grid as you wish.

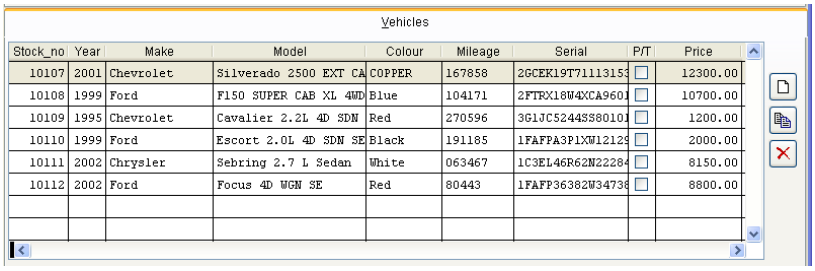
Fill in the Vend Stock #, and Year. When the cursor is in the Make field, Press F2 to choose a vehicle make from a list. Do the same for the Model field.

Fill in the Serial #, Mileage and Price Paid fields. Also if the vehicle is either a Police Car or Taxi, check the P/T Checkbox.

Note that the Serial Number is checked for validity when you move off the Field. If the Serial Number is entered incorrectly, you will be prompted to reenter it correctly. Also, the year is extracted from the Serial Number and put in the Year field for that particular vehicle.

The entering of an incorrect VIN will not stop you from continuing entering information. This feature is intended only to alert you of an incorrect VIN.

A running total at the top of the screen will update after you save each vehicle.


Vehicles
Stock_no Year Make Model Colour Mileage Serial P/T Price
10107 2001 Chevrolet Silverado 2500 EXT CA COPPER 167858 2GCEK19T711131533 12300.00
10108 1999 Ford F150 SUPER CAB XL 4WD Blue 104171 2FTRX18W4XCA96013 10700.00
10109 1995 Chevrolet Cavalier 2.2L 4D SDN Red 270596 3G1JC5244SS801013 1200.00
10110 1999 Ford Escort 2.0L 4D SDN SE Black 191185 1FAFPA3P1XW121259 2000.00
10111 2002 Chrysler Sebring 2.7 L Sedan White 063467 1C3EL46R62N222846 8150.00
10112 2002 Ford Focus 4D WGN SE Red 80443 1FAFP36382W347386 8800.00

Update Car Stock

Once you finish filling and saving the Vehicle information, click the *Update Car Stock* button. This will assign a Stock Number to each vehicle and add them to the Vehicle Info Table with a Status of "P" for Purchased. It will also update who the Vehicles were purchased from.

You can then go into the Vehicle Info screen and update Asking price information. You will also have to modify the information as it pertains to the MVDA 2002 information.

When the vehicle is ready for sale, change the Status to "A".

Click the Print Icon to view and print the Wholesale Purchase Agreement.

Purchaser Your Company Name Here
123 Anystreet Unit 12
Anytown Ontario L3L 5L3

Purchaser Salesman John Smith
Purchaser Salesman No. 12565465
Purchase Date 01/31/2007 **Agreement No.** 20004

Vendor Expressive Auto Wholesalers
4565 Wharton Road Suite 203
Brampton Ontario L3L 3L3

Vendor Salesman Willie Wonka
Vendor Salesman No. 878987
Vendor GST No. 123565487RT001 **Vendor PST No.**

Stock No.	Year	Make	Model	Colour	Serial No.	Mileage	P/T	Price
10107	2001	Chevrolet	Silverado 2500 EXT CAB	COPPER	2GCEK19T711131533	167858	NO	12,300.00
10108	1999	Ford	F150 SUPER CAB XL 4WD	Blue	2FTRX18W4XCA96011	104171	NO	10,700.00
10109	1995	Chevrolet	Cavalier 2.2L 4D SDN	Red	3G1JC5244SS801012	270596	NO	1,200.00
10110	1999	Ford	Escort 2.0L 4D SDN SE	Black	1FAFPA3P1XW121296	191185	NO	2,000.00
10111	2002	Chrysler	Sebring 2.7 L Sedan	White	1C3EL46R62N222840	063467	NO	8,150.00
10112	2002	Ford	Focus 4D WGN SE	Red	1FAFP36382W347381	80443	NO	8,800.00
						Sub Total		43,150.00
						G.S.T.		2,589.00
						Total		**45,739.00**

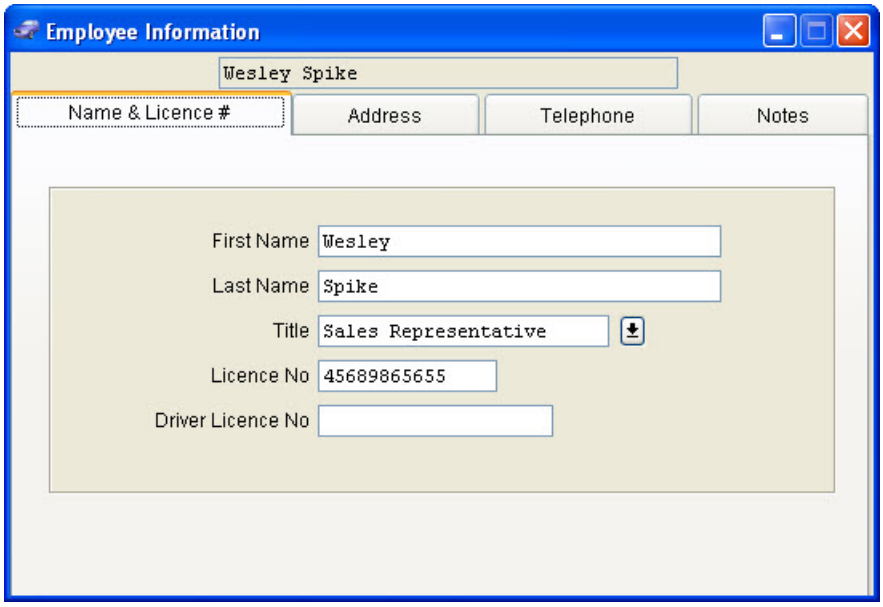
Employees

You will use this section to enter employee information. The main purpose is to have the employee names, job title and licence number so that it can be inserted in documents where required. Another use is to record telephone information so that your staff has ready access to telephone numbers when they need them.

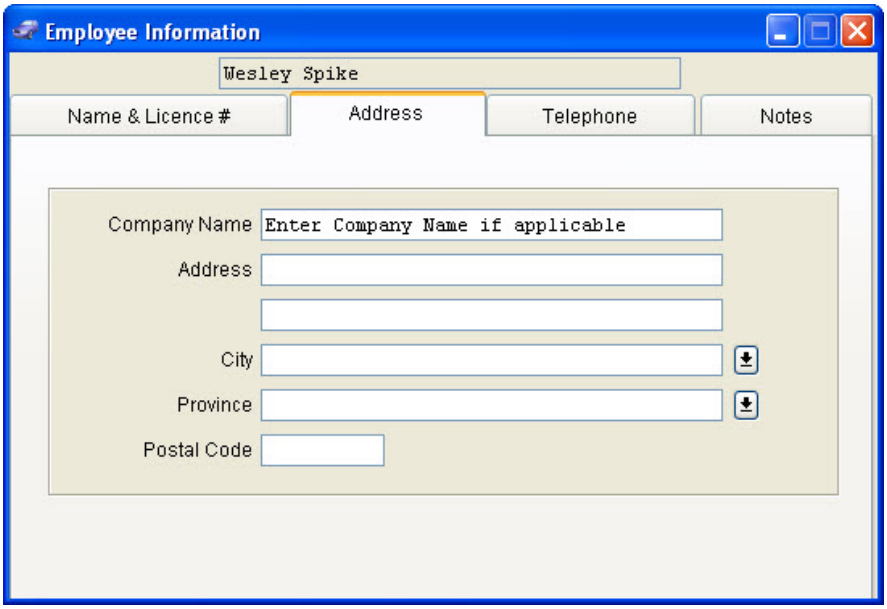
This form layout comprises of 4 tabs.

The steps for the Employee Screen are as follows:

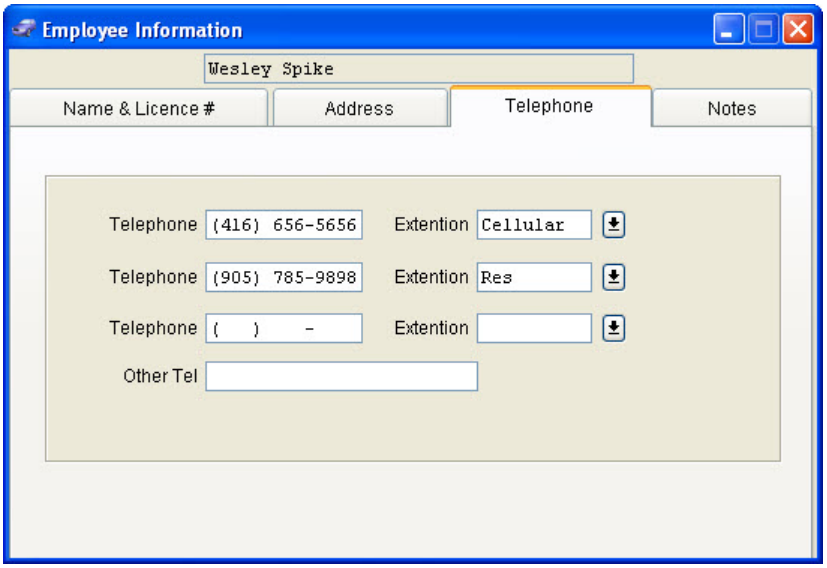
The First Tab is Name & Licence #. On this tab, enter the Employee's First and Last Name, Use the Pick List to choose the Employee Title. Enter the Person's licence number. The Driver's Licence Number is optional and is strickly for your records. Note: In the case of a Management Employee, ensure that you fill in the Title field. This Title will be entered on the Bill of Sale form for the accepting officer.



The Second tab, enter the Address of the employee. If this Employee is an independent Employee that invoices you for commissions and other services, enter the name of the company the Employee uses to invoice you.



Fill out the Telephone Numbers and Extentions.



Fill out the Notes Tab

Administrative Tools

Overview

This chapter describes the HomeRun Lite administrative tools that aren't described elsewhere in this User's Guide. This includes:

- **Error Handling:** See "Errors" on page 71.
- **Reindex / Pack Tables Utility:** See Reindex / Pack Tables Utility.

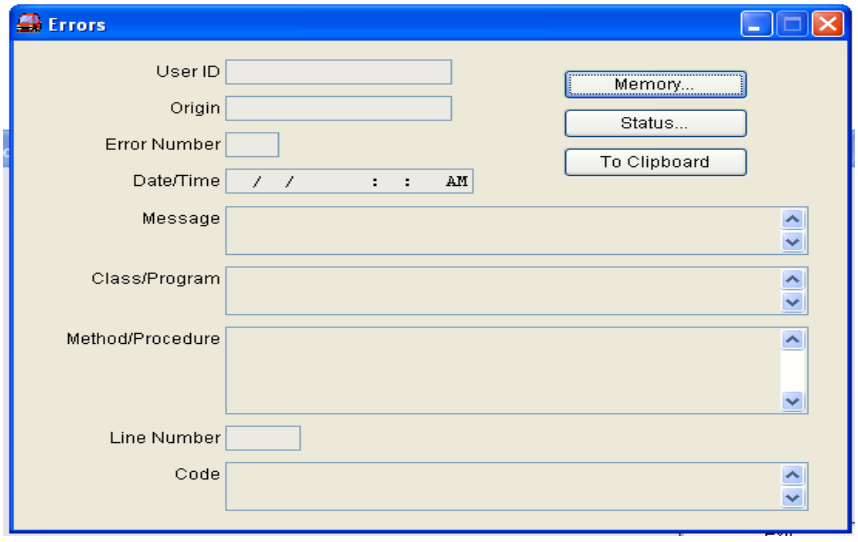
Admin Tools

Errors

Regardless of how extensively a developer tests software, errors occur. Consequently, HomeRun Lite contains an error-handler that deals with errors gracefully and records useful information about the errors.

Important: Don't be alarmed. We do not expect that you will encounter many, if any, errors while running HomeRun Lite However, if you do encounter an error, we want you to know that HomeRun Lite has the ability to handle it and to help resolve it.

If an error occurs, the error-handler determines the severity of the error and handles it accordingly. Information about an error is recorded in an errors table, which is displayed on the Errors form. You can reach the Errors form from the Admin menu Errors option.



You use the information on the Errors form to resolve errors and to report them to the LeBlanc & Associates

When the Errors form first appears, it shows information for the last error that occurred for the current user. The errors are shown in descending order of the time and date the errors occurred.

You can:

- **Order:** Change the order to ascending through the Order button on the Errors form.
- **All Users:** If you've implemented User Access Security in HomeRun LITE , you can view errors for all users who have run HomeRun Lite by clicking the All Users option button in the Filter box.
- **All Apps:** If HomeRun Lite is sharing its error file with another LeBlanc & Associates application, you can view errors for all applications by clicking the All Apps option button in the Filter box.
- **Form Controls:** You cannot edit or add error records but you can delete them.
- **Memory:** Click the Memory button to see the contents of memory variables and arrays when the error occurred.
- **Status:** Click the Status button to see the status of the FoxPro environment when the error occurred.

The following table explains the fields on the Errors dialog.

Errors Fields	Contents
User ID	Blank if User Access Security is not on in HomeRun LITE ; otherwise, contains the ID of the user who experienced the error.
App Prefix	3-character prefix of the application that produced the error.
Error #	FoxPro error number.
Date/Time	Date and time the error occurred.
Message	FoxPro error message.
Program	Program routine running when the error occurred.
Code	Code line that produced the error.
Line #	Number of code line that produced the error.
GET Field	Name of GET field, if any, cursor was on when error occurred.
Last Key	Last key pressed before error.
Top Window	Topmost window, if any, when error occurred.

Errors Report

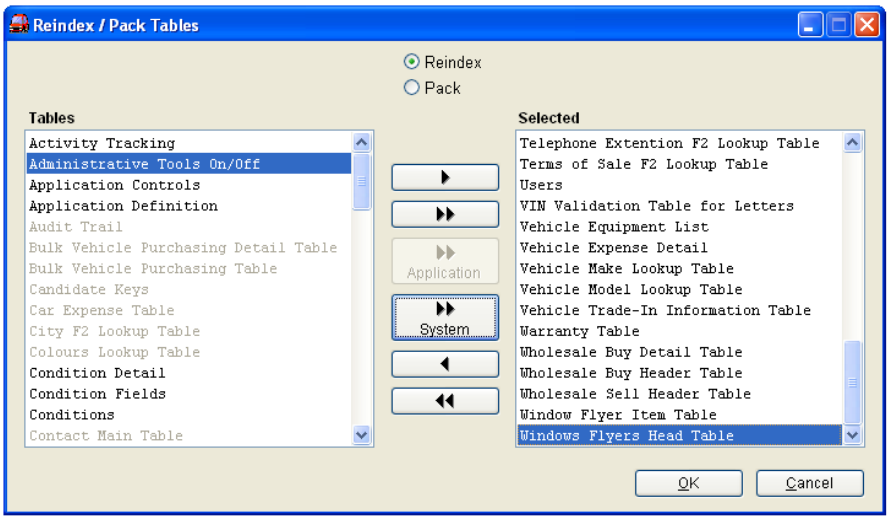
The HomeRun Lite Report Manager contains an errors report. The errors report prints error records in the errors table. You can select the report's order, filter and scope.

Errors Management

Periodically, backup the errors table and delete its records. You can use the Group Delete on the Errors form.

Reindex / Pack Tables Utility

HomeRun Lite contains a Reindex / Pack Tables utility on HomeRun LITE 's File menu. This utility allows you to recreate indexes if they become corrupt. You can also use the utility to pack tables to remove any records marked for deletion and to pack memo fields.



➢ *To use the Reindex / Pack Tables Utility*

1. Click either the Reindex or the Pack option button. If you select Pack, HomeRun Lite will also reindex the tables you select.
2. The Tables list on the left side of the dialog shows all the tables in HomeRun LITE , including system tables. You select the Tables you want to reindex or pack. When you select a table, the Selected Tables list on the right side of the dialog displays the table's name.
3. You can select:
   - A table individually by highlighting it in the Tables list and double-clicking it or clicking the right-arrow button.
   - All tables by clicking the double-right-arrow button.
   - All non-system HomeRun Lite tables by clicking the Application button. HomeRun Lite identifies non-system tables as the tables whose names do not begin with "S".
   - All system tables by clicking the System button. HomeRun Lite identifies system tables as the tables whose names begin with "S".

System Tables: System tables are tables that contain data used by standard HomeRun Lite functions such as the data dictionary, audit trail, error handler, etc. Non-system tables are tables that contain your data files.

4. You can remove tables from the Selected Tables list by:
   - Highlighting an individual table and double-clicking it or clicking the left-arrow button.

- Clicking the double-left-arrow button. HomeRun Lite will remove all tables from the Selected Tables list.

5. When you have selected the tables you want, click OK and the reindex or pack operation begin.

Tips & Techniques

Overview

This chapter contains a collection of tips and techniques that will optimize your use of HomeRun. As you work with HomeRun, you may compile your own list of useful tips and techniques. If you do, please send them to the LeBlanc & Associates so that we can make them available to other HomeRun users.

Increasing Form Speed

HomeRun puts more functionality into its forms than any other comparable product by far. HomeRun forms include a related forms engine, a relational integrity engine, field security, form controls security, field validation, an audit trail, field messages, activity tracking, and more.

While each of these features provides valuable functionality, they do slow down the operation of HomeRun forms. On some computers the reduction in speed may not justify the functionality provided by certain features.

The purpose of the following sections is to describe changes you can make to HomeRun forms and environment that will increase form speed.

Memory

Visual FoxPro applications respond significantly to increases in a computer's RAM. An increase from 512 MB of RAM to 1 GB will work wonders. 1 GB of RAM is recommended.

Increasing Save Record Speed

When a user saves a record that has been edited on a form, HomeRun performs a check to make sure that the record's primary key is not duplicated in another record in the table.

When a user saves a record that has been edited on a form, the HomeRun Audit Trail routine adds a record for every field that has been changed on the form to the Audit Trail table. Consequently, the Audit Trail feature slows down the saving of an edited record.

Turn off the Audit Trail for HomeRun